Getting Started With PCs, Windows98, Excel 2000, and Word 2000

(With Accounting & Business Applications)

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PREFACE

This book contains three units that cover basic to advanced computer skills.

Unit one covers in two chapters the basics of computers and windows 98.

Unit two covers Excel 2000 and accounting applications. This unit contains four chapters. On these four chapters, students learn how ho to build, edit, format accounting and business worksheets, work with formulas and financial functions, use databases and analyze list data, and program with Excel. This unit takes the students from the basics of spreadsheets to designing accounting spreadsheets on their own.

Unit three covers in two chapters Word 2000 which represents a word processing program that may enable business students to create, edit, format, and print many types of documents including letters, reports, proposals, World Wide Web pages, and more.

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March 2002.

Part One
Introduction to Computers and Windows 98

Chapter 1:
INTRODUCTION TO COMPUTERS.

Chapter 2:
WINDOWS 98

Chapter One

Introduction To Computers



Chapter One

Introduction To Computers

These lessons have talked mostly about the personal computer (or PC). A PC is a computer that is used by one person at a time and sits on a desk in an office, at home, or in a place that provides access to computers, such as a library. PCs also are called IBM-compatible computers. PCs are the most common type of computer system in offices and homes.

This chapter describes computers in general terms. It contains several sections. This set of sections will help you understand how a computer works and learn about hardware and software.

Hardware is any part of your computer that you can touch — the keyboard, the mouse, the monitor, the printer, and so on.

Software is what runs on your computer, like a word-processing program. You can't touch a word-processing program, but you can use it to write a letter.

1- Computer Hardware

We'll begin by taking a brief look at the computer hardware you need to know about to use your computer.

The term hardware refers to the physical components of your computer such as the system unit, mouse, keyboard, monitor etc. So hardware refers to all the parts of the computer you can see or touch. Computer hardware includes all the equipment and parts that make up the computer.

1-1 Outside Parts of the Computer

Listed below are the names of the parts you can see on the outside of the computer.

- **Monitors**

  The **monitor (sometimes also called a CRT)** is a piece of equipment that looks like a high quality television.

The screen of the monitor shows text and pictures to the computer user.

Monitors come in different shapes and sizes. Common sizes range from 14" to 21" screens

- **System Case**

The **system case (also called a Computer case or the outer shell)** is the metal box that houses the parts that make the computer work. Computer cases come in different shapes and sizes. Some computer cases lie flat on a desk, and the monitor sits on top of the case. Other computer cases are tall, and they sit next to the monitor or on the floor. The system case is usually one of the most overlooked parts of the PC. It actually performs several important functions for your PC, including protection for the computer circuits, cooling, and system organization.

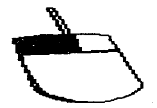
- **Keyboard**

The **Keyboard** is the main input device used to communicate with the computer. It is a piece of equipment that lets you type information into the computer. It looks like a typewriter keyboard.

Short Notes :

- The Escape key is located in the upper left corner of the keyboard and is labeled Esc. This key lets you stop working on a task.
- The Function keys are located in a row along the top of the keyboard. They are labeled F1, F2, etc., up to F12. They let you take shortcuts to quickly complete specific tasks.
- The Enter key is located to the right of the regular letter and number keys. It lets you tell the computer to carry out a task.

- **Mouse**



The **mouse** : Until the invention of a graphical operating system, the keyboard was the only way to input data into PCs. It is the object that you use to move the pointer on the monitor screen. You also can use the mouse to select and move objects you see on the screen. The mouse got its name because of its size and shape.

- **Modem**

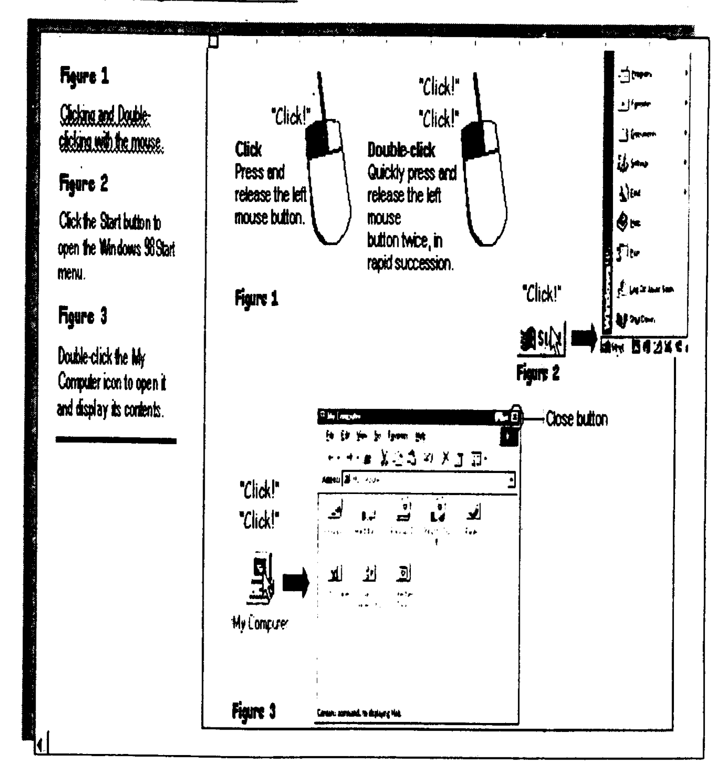
The **modem** is a piece of equipment that is used to attach your computer to the telephone system. The modem converts data into sound that is sent over the telephone line, the receiving modem turns the sounds back into data. If you wish to connect to the Internet, you will need a modem. The modem can be inside the computer case, or the modem can be a separate box outside the system case.

- **Printer**

The printer is a piece of equipment that prints a paper copy of what you see on the monitor. There are several different types of printers, including laser, ink jet, bubble jet, and dot matrix printers.



Activity 1 (Using the Mouse):

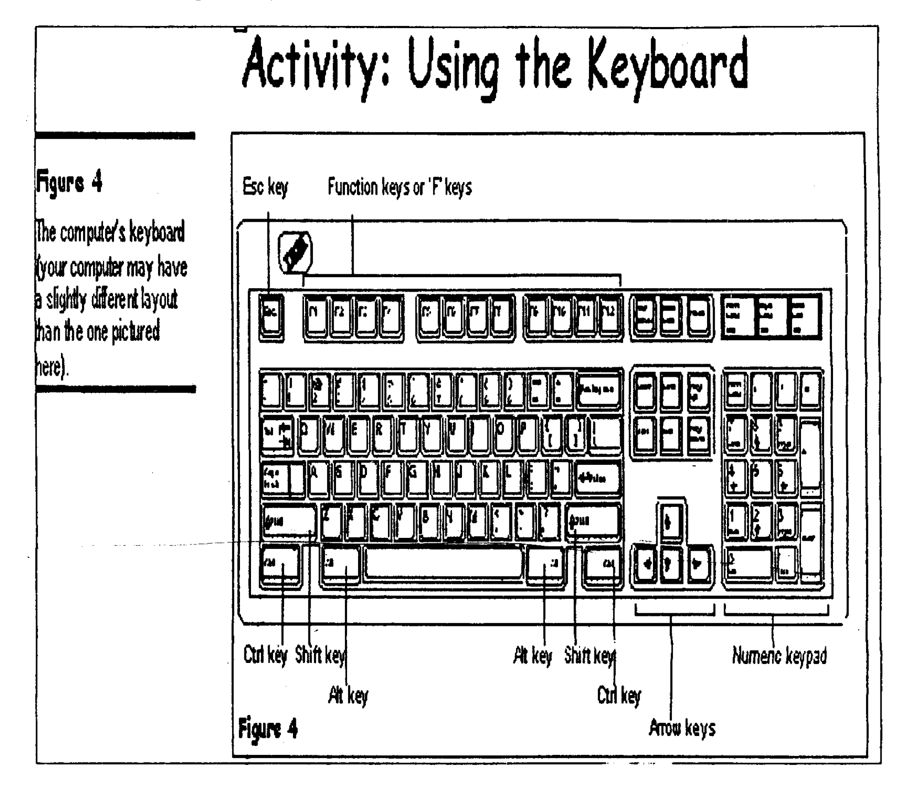


Short note: 

There are four techniques for using the mouse:

- Click. **To select an object on the screen by clicking on it, press the** left mouse button (It represent the primary mouse button) **down with your index (pointer) finger and then release the button.**
- Drag. **To move an object on the screen by dragging it, press the left mouse button down with your index finger and hold the button down while you move the mouse. This causes the object to move on the screen. When the object is where you want it, release the button.**
- Double-click. **A common way to open a computer file or program is to double-click on it. To double-click, rapidly press and release the** left mouse button **with your index finger twice. This skill takes some practice.**
- Right-click. **A common way to show a list of commands on the screen is to click with the** right mouse button (It represent the secondary mouse button). **To right-click, use your middle finger to press down the right mouse button and then release it.**

Activity 2 (Using the keyboard):



Activity 3 (Turning the Computer On and Off):

Use the **power button** on the computer case to turn the computer on and off. Power buttons come in different shapes. The power button can be a round button that you push, or it can be a switch that you flip, like a light switch. The power button can be located on the front, the back, or the side of the computer case. Find the power button on the computer you are using.

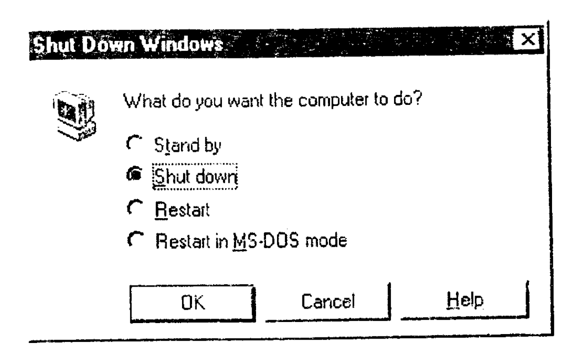
The monitor also has a power button. That button can be a push-button or a switch. It can be located on the front, the side, or the back of the monitor. Find the power button on the monitor you are using. Most monitors have a green light that comes on when the monitor is on.

To turn the computer on:

- **Turn on the monitor.**
- **Turn on the computer case.**

To turn the computer off:

- **Place the pointer over the** Start button **in the lower left corner of the screen.**
- **Click once with the left mouse button. A menu comes up from the** Start button **showing a list of choices.**
- **Move the pointer to** Shut Down.
- **Click once with the left mouse button. A gray box appears on the screen showing a list of choices:**



- **Place the pointer on** Ok.
- **Click once with the left mouse button.**
- **Wait until you see a black screen that shows the message:** "It is now safe to turn off your computer."
- **Turn off the computer case.**
- **Turn off the monitor.**

1-2 The Inside Parts of the Computer Case

In section 1-1, you learned that computer hardware includes all the parts you can see and touch. Some computer hardware is inside the system case. If you open the computer case, you can see this hardware.

Listed below are some of the inside parts of the System case:

- The power supply brings electricity to the computer so that it can operate. Personal computers use regular household electricity.
- The central processing unit (CPU) is the main chip inside the computer case. The CPU is the part that makes calculations, processes instructions, and manages the flow of information through the computer. Another name for the CPU is the processor . It determines how fast your computer will run and is measured by its MHz speed. Thus, a 600 MHz Pentium is much faster than say a 400 MHz Pentium CPU.
- The hard drive is the part that stores information in the computer. The hard drive works like long-term memory in your brain. How do you remember your name and address? That information is stored in your "human hard drive" - your long-term memory.

- Random access memory (RAM) lets the computer store information temporarily. The information in RAM is stored only while the computer is on. Information that is stored in RAM is lost when you turn the computer off. RAM is like short-term memory in your brain. Have you ever looked up a telephone number and remembered it long enough to make the call - and then forgotten it? The telephone number was stored in your "human RAM" - your short-term memory.

- The motherboard is the main circuit board of the computer. Other electrical parts are plugged into the motherboard.

- The CD-ROM drive stands for Compact Disk Read Only Memory. It reads information that is stored on compact discs (CDs). The CD-ROM drive works like a CD player that plays music. The computer CDs usually stores text and pictures, instead of music. The CD-ROM drive lets the computer read CDs and show text and pictures on the monitor. You can read information from them but not write to them (except for some special exceptions)

- The floppy drive stores and reads information that is stored on floppy disks.

- A floppy disk comes inside a thin, square plastic case that is about three and a half inches wide. Floppy disks got their name because these disks used to be flexible. Now, the disks come inside a rigid plastic case, but they still are called "floppy disks." The drive bay is the space inside the computer case that contains the hard drive, the CD-ROM drive, and the floppy drive.

- Expansion cards let you add new features to the computer. For example, one kind of expansion card is a "sound card" (also called an "audio card"). A sound card lets the computer process sounds and plays them through speakers.

- Expansion slots are the sockets on the motherboard where you can plug in expansion cards.

How Computers Work

All Computers, from mainframes, to today's powerful PCs, use hardware to perform these four same general operations:

1. **Accept input**
2. **Processing data**
3. **Storing the result of processing**
4. **Providing output**

These functions will be discussed briefly in thi section and in more detail in the next two sections.

1.Accept Input

The information you type into the computer is called **input**. The pieces of equipment used to enter information into the computer are called **input devices**. For example, the keyboard and the mouse are input devices.

2.Processing Data

When you give instructions to the computer, it carries them out by processing information. The CPU (or processor) is the part of the computer that **processes** your instructions, makes calculations, and manages the flow of information in the computer.

3.Storing the result of processing

The computer can use storage devices to **store** information after you turn the computer off. Storage devices include hard drives, CDs, and floppy disks.

4.Output

The information the computer shows you is called **output**. **Output devices** are the pieces of equipment that show the information. For example, monitors, printers, and speakers are output devices.

1-3 Input & Output Devices

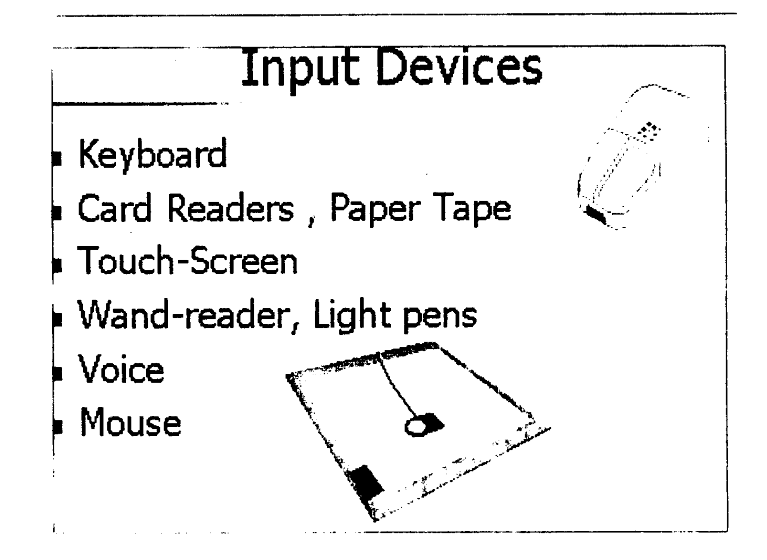
What is a computer ?

A computer is a electronic device that has these sub systems:

- **Input Devices**
- **Output Devices**
- **Processing Unit**
- **Memory Unit**
- **External Storage Devices**

1-3-1 Input Devices

Input includes data you enter into the computer and **commands** (instructions) you give to your computer. **Input devices** are the computer hardware you use to enter information into the computer.



Let's look more closely at some common input devices:

- **The** keyboard **is a piece of computer hardware you use to enter information into the computer. Most computer keyboards have 101 keys. (**go back to activity2**).**
- **The** mouse **is the hand-held device that lets you** point **to objects on the screen,** click **on them, and** move **them. (go back to activity 1)**

- **A** scanner **is an input device that lets you** enter



pictures or text **into the computer. A** scanner **is like a copy machine for the computer. However, instead of printing a paper copy, the computer displays the picture on the monitor screen.**

- **Printers**

The printer lets you produce a paper copy of the information in the computer. Printers come in many shapes, sizes, and types. Some printers print in color while others print only in black and white. Some printers work faster than others. Use the printer to produce letters, labels, envelopes, or copies of this lesson on paper.

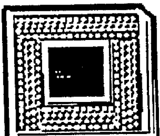
These are the most common types of printers.

- A laser printer works by putting toner on paper, like copy machines. Laser printers produce the highest-quality printing.
- An ink-jet printer works by spraying ink on paper.
- A dot matrix printer works like a typewriter with a ribbon. This is an older type of printer. Dot matrix printers produce lower-quality printing than laser or ink-jet printers .

- The monitor works together with another piece of hardware called a video card, located inside the computer case. The video card is one type of expansion card. It plugs into the motherboard in an expansion slot. Together, the monitor and the video card let you see images and text on the screen.

  A picture on the screen that moves when you are not using the computer is called a screen saver. With older monitors, if a picture stayed on the screen too long, it could leave a permanent image on the screen. Screen savers were designed to protect the screen by preventing this. Most monitors today no longer have that problem, but people still use screen savers for fun.

1-3-3 Processing Devices



After you give the computer a command, **processing devices** are hard at work making sure your command is carried out. The main part of the computer hardware that carries out commands is the CPU.

- **The** CPU **(or** Central Processing Unit**) is the real information manager inside your computer. This little chip processes information and commands, performs calculations, and manages the flow of information through the computer, all in the blink of an eye. Also called the processor, the CPU is probably the most famous part of the computer. Have you seen commercials on television for Pentium III or Pentium IV chips? These are CPUs.**

1-3-4 Storage Devices

Storage Devices

- Disk drives - Floppy, Hard disk
  - Seagate, WD, IBM
- Optical disks
- Tape drives
- PCMCIA storage devices
- RAM Disk
- *and many more*

Storage devices allow you to store computer programs and files.

The most important storage device in your computer is the hard drive. It's also called the hard disk. On most computers, it's labeled with the letter "C" and is called the C drive.

The hard drive stores applications and information permanently until you delete them. It's like a filing cabinet. The hard drive uses directories to file information in the correct place. The directories are like a list of the files in a filing cabinet.

The space available to store information in the hard drive is measured in units called bytes and megabytes. One byte is the same as one letter, number, or symbol. One megabyte is approximately one million bytes. The larger the hard drive is, the more programs and information it can store.

RAM (or random access memory) stores information in the computer temporarily. As we discussed in section 2, RAM is the computer's "short-term memory." RAM is sometimes simply called memory. Like hard drive space, RAM is measured in bytes and megabytes. The more memory the computer has, the more programs it can run and the faster it can carry out commands.

The floppy drive stores and reads information on floppy disks. There are two types of floppy disks. The most common type is the 3½-inch floppy disk. Even though its outer case is rigid plastic, the disk inside is thin and flexible ("floppy"). The 5¼-inch floppy disk is an older type of disk and is less common than the 3½-inch disk. Floppy disks also are called diskettes.

There is a proper way to insert disks into the floppy drive. When you look at a 3½-inch floppy disk, you will see:
The top of the plastic case is plain and usually has a label. On the bottom of the plastic case, there is an open circle, where you can see the center of the floppy disk. The center usually is silver metal or black plastic.
On one end of the plastic case is a frame of either silver metal or black plastic. When the frame slides to the side, you can see the floppy disk inside.

To insert a floppy disk into the floppy drive or to remove it, follow these steps:
Hold the disk with the metal-framed end away from you and with the top of the disk facing up.
Slide the disk into the opening of the floppy drive gently until you hear a soft click.
To remove a disk, press the button on the floppy drive. The disk will come out.

The CD-ROM drive reads information stored on compact discs (CDs). CDs hold much more information than floppy disks. CDs most often are used to store computer programs. A program stored on a CD can be copied onto the computer's hard drive.

CD-ROM stands for compact disc-read-only memory. "Read-only" means the computer can only read the information on the CD. The computer cannot change, erase, or replace the information on the CD.

To avoid damage to CDs, hold them only by the edges and store them in cases.

A tape drive can be used to copy information from a computer onto tape cartridges. These cartridges usually are used to make extra copies of important files for safekeeping. Tape cartridges also can be used to carry information from one computer to another.

2- Software

Software is the set of electronic instructions that tell the computer what to do. Software is another name for computer programs. The packaging the software comes in can be seen and touched, but the actual software is not something you can see or touch.

There are two basic types of software:

- Operating system software **controls how you use the computer and which computer programs you can run on the computer. The most common operating system is called** Windows. **The Windows operating system comes in several different versions. A common version is** Windows 98. Windows 2000 **is a newer version, and** Windows 3.1 **is an older version. Some computers still use another older operating system called** DOS (Disk Operating System).

  Application software **lets you do certain tasks. Some examples of popular application software are** Microsoft Word 2000, Excel 2000, **and games.**

Application software lets you do a specific task. Businesses and offices commonly use four types of application software:

- Word processor software **lets you create documents like letters, newsletters, and tables in a quick, easy, and professional-looking way. Computer Center in our college offers training in the word processor software called** Microsoft Word 97 **and** Microsoft Word 2000.

- Spreadsheet software **lets you create and track financial information for personal and business use. Spreadsheet programs can perform mathematical calculations, create graphs, and analyze data. Try to get training in the spreadsheet (by using software called** Microsoft Excel 97 **and** Microsoft Excel 2000**).**

- Database software **lets you manage large amounts of information. It's most useful for storing and analyzing large amounts of similar information, such as a phone directory or a mailing list** (Microsoft Access 2000).

- Presentation software **helps you create and design professional-looking slide presentations** (Microsoft PowerPoint 2000)

These lessons have talked mostly about the personal computer (or PC). A PC is a computer that is used by one person at a time and sits on a desk in an office, at home, or in a place that provides access to computers, such as a library. PCs also are called IBM-compatible computers. PCs are the most common type of computer system in offices and homes.

There are other types of computer systems:

- Portable computers (or laptops) are small computers you can carry around with you. They are about the size of a small briefcase or large purse. Portable computers can do the same things a larger personal computer can do, but they tend to be more expensive and have some limitations. Portable computers are most useful to people who are traveling.

- Macintosh computers (also called Macs) are similar to IBM-compatible computers. However, they use a different operating system, called the Macintosh Operating System, instead of Windows. They also use different versions of application software than PCs do. Like PCs, Macintoshes are used in homes and businesses, especially in graphic design and publishing. However, they are less common than PCs.

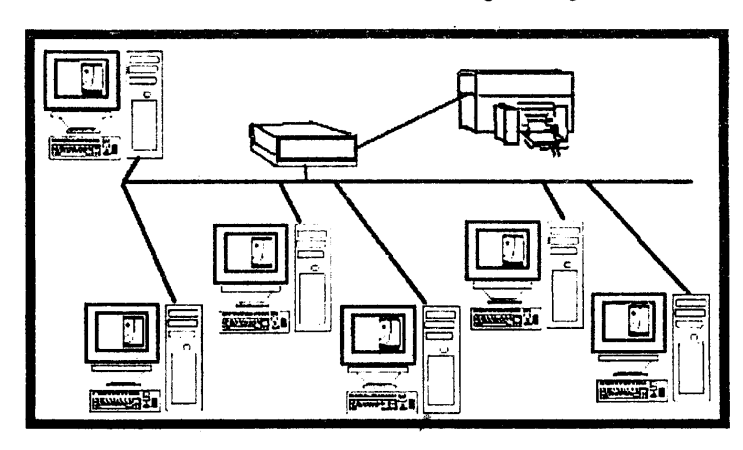
- Mainframe computers are large computers that can store and process huge amounts of information and can be used by many people at once. Mainframe computer systems most often are used by large businesses, like banks and insurance companies. They are not used in homes.

4 Computer Networks

A computer **network** is a group of connected computers that communicate with each other. Suppose that your best friend lives in another state. She has your resume in a file on her computer, and you need a copy of it. If your computer and your friend's computer were connected on a network, she could tell her computer to send a copy of the file to your computer, and you would have your resume in a few moments.

Computer networks consist of several parts:

- Cables **connect the computers and other equipment to the network and to each other.**
- **The** hub **is the piece of equipment where all the cables on a network come together.**
- **A** network interface card **controls the flow of information between the computer and the network. This card plugs into an expansion slot inside the computer.**
- Network traffic **is the information flowing through a network.**



4-1 The Internet

- The Internet is the largest computer network in the world. It uses phone lines to connect thousands of smaller networks around the world. It is also called the Net, cyberspace, and the information superhighway. Most of the information on the Internet is free. Using the Internet is commonly called surfing the Net and being online.

  Here are a few of the things you can find on the Internet:

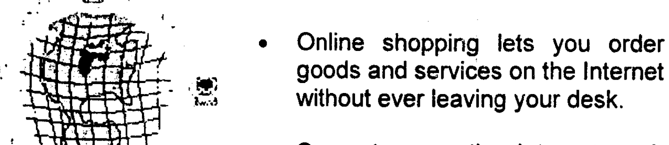
- E-mail (or electronic mail) is the most popular feature on the Internet. E-mail lets you send and receive messages over the Internet.

- Information is available on nearly any subject you can think of, from hamsters to physics.

- Application software, including word processors and spreadsheets, are available over the Internet, often for free.

- Entertainment, such as games, pictures, and music, can be found on the Net.

- Discussion groups let you exchange messages with people around the world who share similar interests.



- Online shopping lets you order goods and services on the Internet without ever leaving your desk.

- Computers on the Internet work together to transfer information around the world. When you send information over the Internet, it is divided into smaller pieces called packets. These packets are put back together when they reach their destination. TCP/IP (or Transmission Control Protocol/Internet Protocol) is the name of the language computers on the Internet use to communicate with each other.

- A router is a specialized computer that regulates traffic on the Net and chooses the best route for your packets. The backbone of the Internet is made up of high-speed data lines that connect major networks around the world. When you use a computer to receive information from another computer on the Internet, you are downloading that information. When you use the computer to send information, you are uploading that information.

  To access the Internet, you need the right equipment·

- Computer. To connect to the Internet, you need a computer with at least a 486 CPU and 8 megabytes of RAM. The more up-to-date your system is, the faster you can download information.

- Application software. To use the Internet, you need special application software. Most companies that provide access to the Internet will give you the applications you neea to use the Internet.

- Modem. To connect your computer to the Internet through the phone lines, you need a modem.

- Internet service provider. An Internet service provider (or ISP) is a company that gives you access to the Internet for a fee. Most ISPs offer unlimited access for a monthly fee.

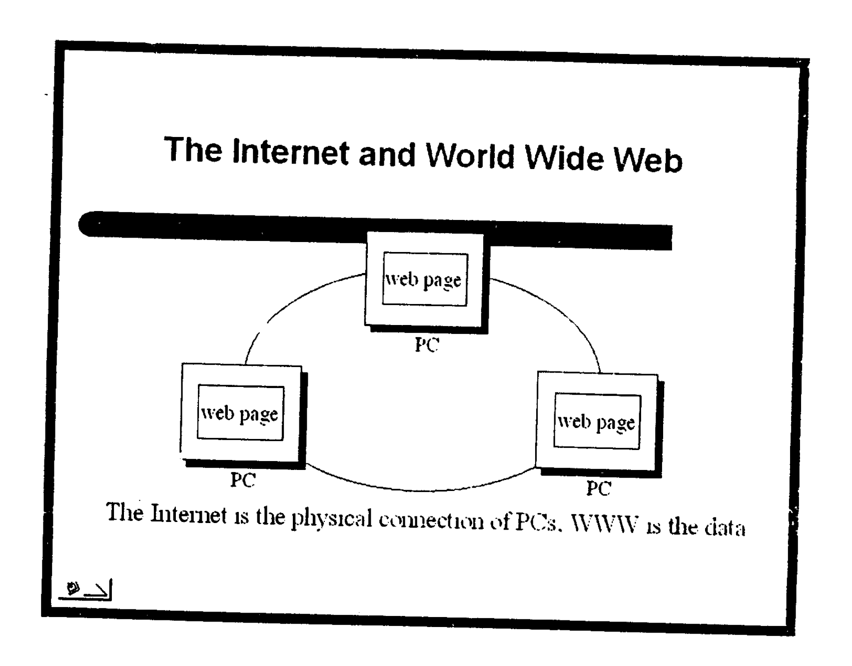
- Commercial online service. A commercial online service is a company that, for a fee (may be also free), offers access to the Internet and also to other online information.

4-2 The World Wide Web

The **World Wide Web** (also called the **Web**, **WWW**, or **W3**) is part of the Internet. The Web consists of a huge collection of documents stored on computers around the world. A **Web page** is a document on the Web. Web pages can include text, pictures, sound, and video. A **Web site** is a collection of Web pages maintained by a college or university, agency, company, or individual

The **URL** (or **Uniform Resource Locator**) is the "address" of a Web page. Each Web page has its own unique address. When a friend tells you his **Web address**, he is telling you the URL of his Web page. Most Web addresses begin with **http://**, which stands for **HyperText Transfer Protocol**. Most (but not all) Web addresses also include the prefix www and a suffix like **com** or **org**.

Web pages are **hypertext** documents. Hypertext documents contain **links** that connect to other pages on the Web. These links often appear as colored text. When you use the mouse to point to a link, it changes the pointer to the shape of a pointing hand. This means that you can go to another Web page by clicking on that link. **HTML (HyperText Markup Language)** and **Dynamic HTML** are languages commonly used to create Web pages.


The Internet and World Wide Web
web page
PC
web page
PC
web page
PC
The Internet is the physical connection of PCs. WWW is the data

SELF-QUIZ

1. . What steps should you follow to turn on the computer?
   a. It does not matter.
   b. First turn on the monitor, and then turn on the computer case.
   c. First turn on the computer case, and then turn on the monitor.
   d. Turn on the monitor and the computer case at the same time.
2. Before you turn the computer off, what should you do?
   a. Tell it goodbye.
   b. Shut it down.
   c. Unplug it.
   d. Nothing.

3. After the invention of a graphical operating system,

   The ------- is not now the only way to input data into PCs.
   a. Modem
   b. mouse
   c. keyboard
   d. printer

4. What part of the computer lets you print what you typed?
   a. Printer
   b. mouse
   c. modem
   d. monitor

5. What is the name of the computer hardware that lets you see What you Have typed?
   a. monitor
   b. printer
   c. keyboard
   d. I don't know

6. **What are the four steps in how a computer works?**
   a. Expansion slot, drive bay, hard drive, input
   b.input device, export device, process, store
   c. input, process, store, output
   d. hard drive, RAM, CPU, CD-ROM
7. **What part of the computer stores information temporarily?**
   a. Motherboard
   b. RAM
   c. hard drive
   d. power supply
8. **Which of these are storage devices?**
   a. CD-ROM drive
   b. hard drive
   c. floppy disk drive
   d. all of the above
9. **In which step would you use a printer?**
   a. Input
   b. output
   c. processing
   d. storage

10 To drag an object on the screen (if you are right-handed), which mouse button should you use?
a. Left
b. right
c. both
d. neither

11 Which mouse technique allows you to open a file or start an application?
a. Click
b. right-click
c. double-click
d. drag

12. Which of the following devices does the monitor plug into?
a. Keyboard
b. scanner
c. mouse
d. none of the above

13. What type of device is a modem?
a. Input
b. output
c. none of the above
d. both a and b

14. Which of these devices is not an output device?
a. Monitor
b. mouse
c. modem
d. printer

15 **The hard disk is another name for what piece of computer hardware?**
a. Scanner
b. 3 ½ inch floppy disk
c. hard drive
d. CPU

16. **What is the main chip in the computer?**
a. CPR
b. DOS
c. CPU
d. RAM

17. **Which computer hardware stores computer programs and information permanently?**
a. RAM
b. floppy drive
c. processor
d. hard drive

18. **Which letter usually labels the hard drive?**
a. D
b. A
c. F
d. C

19. **About how large is a megabyte?**
a. One million bytes
b. two million bytes
c. seven bytes
d. one byte

20. What are the two basic parts of a computer system?

a. Application software and operating system software
b. CPU and RAM
c. monitor and computer case
d. hardware and software

21. Which type of computer is used by businesses and can be used by many people at the same time?

a. Macintosh
b. PC
c. mainframe
d. laptop

22. Which type of application software lets you create documents, such as letters?

a. Database software
b. spreadsheet software
c. word processor software
d. presentation software

23. What type of computer system is used in banks?

a. Personal computers
b. Macintosh computers
c. Mainframe computers
d. laptop computers

24. Which of these is a type of operating system?

a. DOS
b. Windows 3.1
c. Windows 98
d. all of the above

25. **What is a group of connected computers called?**
    a. Hub
    b. network
    c. TCP/IP
    d. router
26. **What does URL stand for?**
    a. Uniform Resource Locator
    b. Uploading Resource Likert
    c. Understand Resource Low
    d. Under Resourced Locator

27. **What type of company gives you access to the Internet?**
    a. TCP/IP
    b. ISP
    c. HTML
    d. URL

28. **What is another name for the World Wide Web?**
    a. Web
    b. WWW
    c. W3
    d. all of the above

29. **What is the largest computer network in the world?**
    a. World Wide Web
    b. Network
    c. CompuServe
    d. Internet

Chapter two

Quick Notes in Microsoft®
Windows®98



Chapter two

Quick Notes in Microsoft® Windows®98

1. Introduction

Since the introduction of Microsoft Windows 95, computers have gotten fasters, more powerful and cheaper. Meanwhile, the computing world has gotten broader, with greater emphasis on the Internet. To keep pace with these developments, Microsoft has updated its flagship operating system, not only to improve the existing features of Windows 95 but also to realize the potential of full Internet integration.

This section will show you some concepts of Windows 98 and Windows based software programs including how to use the mouse and how to work with windows.

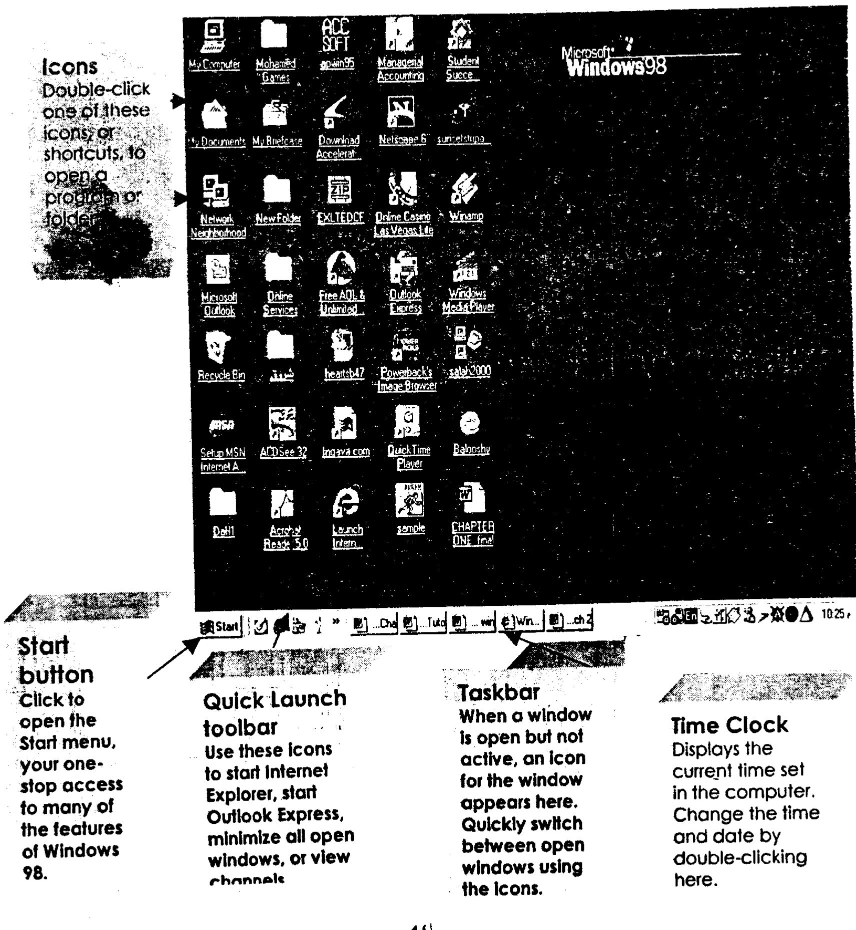
As an educator, you might believe that sometimes the best way to learn something is to explore. As you are getting to know the Windows 98 operating system, feel free to do just that. The following pages explain some of the things you will find in Windows 98.

2. Desktop

The main screen of Windows '95 / '98 is called the Desktop.

What is a desktop?

When you start your computer, the first thing you see is the desktop. The desktop is your work area. Just like the top of a real desk, this one changes depending on what you are doing. You can also customize it to fit your needs and personality. The following illustration shows the Windows 98 desktop:



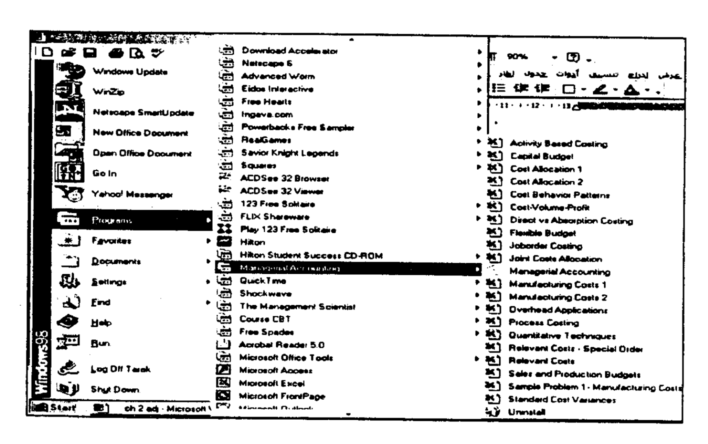
- Start Button ![Start]

This button is the primary method of accessing all files and programs stored on the computer. It is used to display the START menu, start a program, open a document, change settings and shut down the computer. There are three symbols, which may be displayed with any item on the Start menu:

▶ Used to indicate that another sub-menu will be displayed if this menu item is selected.

... Used to indicate that a dialogue box will be displayed if this menu item is selected.

(Blank) Used to indicate that the program will be run if this menu item is selected.



- My Computer

This is an icon that can be used as an alternative means of accessing to the resources on your computer (the files and programs on the computer).

- Recycle Bin

This icon will display all files and programs that were deleted. When you delete an object, Windows 98 sends it to the Recycle Bin. You can restore objects that are located in the Recycle Bin or you can permanently delete them.

- Taskbar

Start » http://www.bcschools.net... ch 2 - Microsoft Word 08:36

The By default, the taskbar is located on the bottom edge of the desktop. You can click on the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the system tray are located on the taskbar.

- System Tray 

You'll typically find the System Tray in the lower right hand corner of the Windows Desktop. The system tray contains a display of the current computer time, and the icons representing the programs activated when Windows first starts up.

- Internet Explorer 

The Internet Explorer icon launches the Internet Explorer browser.

- My Documents

The My Documents folder is nothing more than a regular folder that resides on your Windows Desktop. However, it offers an easy-to-reach location where you can store and retrieve important data, and the icon is always available in Explorer Windows and on the desktop.

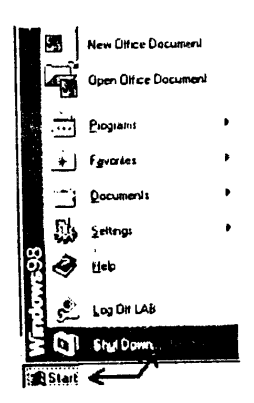
3. Shutting Down, Restarting windows 98, and Opening A Program

A- Shutting Down Windows 98

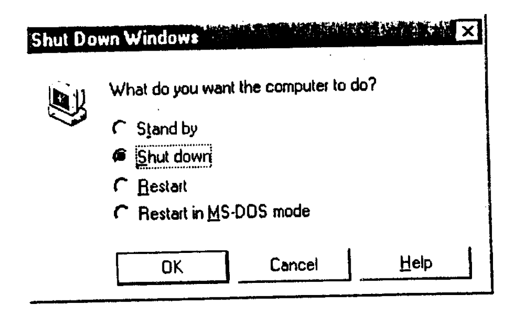
Always perform a complete shut down before turning off your computer!!

To shut down your computer:

1. **Click on the Start button. The Start menu will appear.**



2. **Click on Shut down. The Shut Down Windows dialog box will appear.**

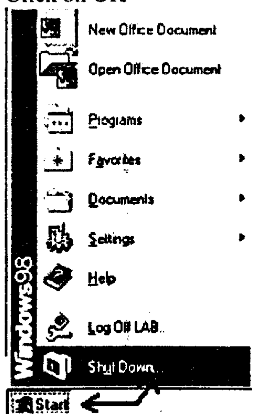


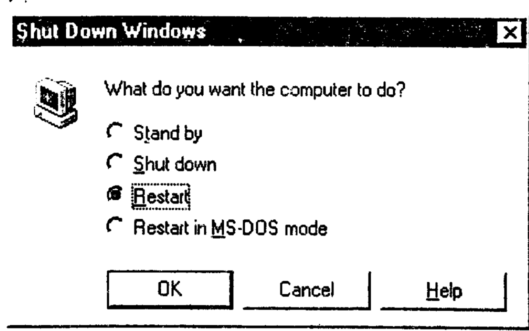
3. **Click on the Shut Down button.**
4. **Click on OK.**

B- Restarting Windows 98

(To shutdown and immediately restart your computer)

1. **Click on the** Start at bottom left corner of screen
2. **Click on** Shutdown **(A Shut Down Windows dialog box will appear)**
3. **Click on** Restart
4. Click on OK

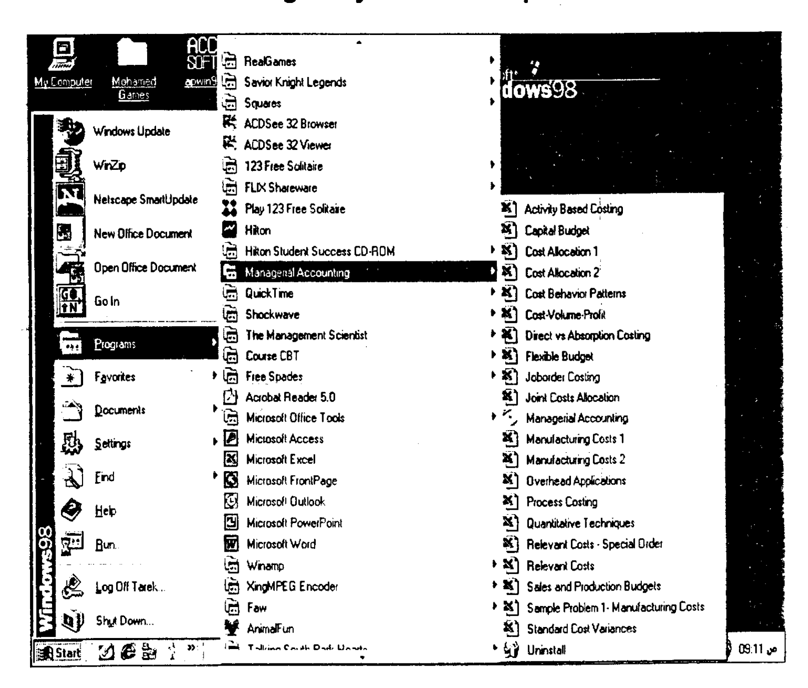




C- Opening A Program

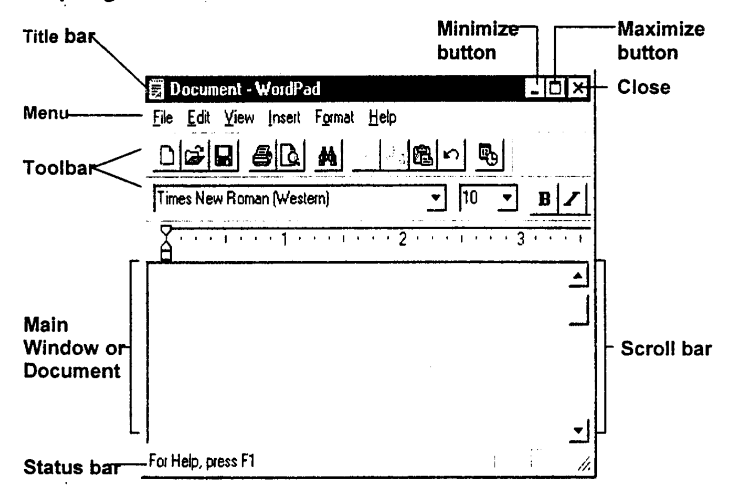
If the program you want to open is on the desktop, simply double-click the icon and it will open. However if it is not located on the desktop do the following steps

1. **Click on the Start at bottom left corner of screen**
2. **Click on Programs**
3. **Select the Program you want to open**



4. Parts of a Window

When you open something on your computer like a program, a document, or a Web browser, it appears on your desktop inside a **window**. There are two types of windows—program windows, which contain a program, such as Microsoft Word, and document windows, which contain documents inside a program window. You can have several documents open in one program window, for example you can have more than one Microsoft Word file open at a time within the Word 2000 program window.



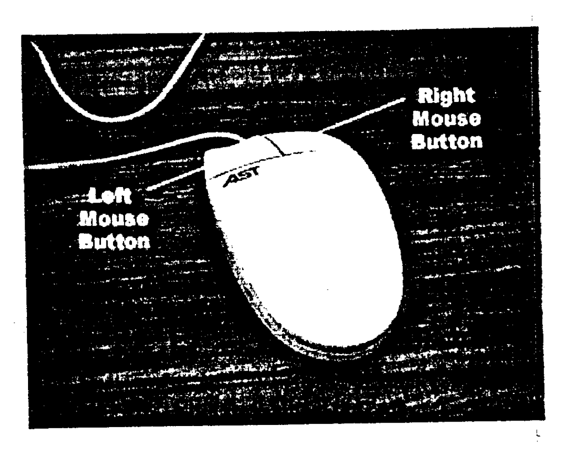
Located in every window are several little buttons, menus, and controls that you use to control the program and window. There's no getting around it—you're simply going to have to learn what these little buttons, menus, and controls are and how to use them are because they appear in every Windows program. Here's the good news: once you can find your way around a window for one program you'll be familiar with the windows for most programs, since this window/menu/button concept appears in just about every Windows program.

The following illustration shows the parts a Title bar of a typical window.

Short Notes: Parts of a Window

Part	*Description*
Title bar	**Displays the name of the program or window.**
Minimize button	**Minimizes a window, hiding it from your screen but keeping it running in your computer's memory, ready for quick use. You can minimize a program you're not using so that it is still running, but out of sight.**
Maximize/Restore button	**Depending on the size of the window, this button toggles between maximize and restore. Here's what each one does:** Maximize: **Enlarges the window so that it fills the entire screen. This lets you see more of the contents of the window. The Maximize button only appears when the window isn't maximized, or doesn't fill up the entire screen.** Restore: **When a window is maximized, or fills up the entire screen, clicking the Restore button returns the window to its previous size.**
Close button	**Closes the window or program when you've finished working with it, removing from the screen and the computer's memory.**
Menu	**Controls what the program does. The items listed on the menu change from program to program, but the menu's location doesn't—it's always perched near the top of a window, right below the Title bar.**
Toolbar	**Some (but not all) windows and programs have one or more toolbars, which contain buttons you point to and click to access frequently used commands.**
Main Window or Document Area	**This is where all the action takes place—where you work on whatever you're working on. If you were using on a word processor, this is where your letter would appear; if were browsing the Internet, this is where the Web pages would appear.**
Scroll bar	**Sometimes a window is not large enough to display all the information at once. When this happens, you use the scroll bar to move or scroll through the information in the window.**
Status bar	**Displays information such as instructions, messages about the state of the computer, or your location in the window.**

5. Clicking



The mouse used to move around and activate different features of Windows applications is used in the following manner:

Left Mouse - single click	Point the mouse to an item and click once to select an item.
Left button - double click	Point the mouse to an item and click the left button twice, rapidly. This is used to start programs and open files.
Right click	Point the mouse and then clicking the right mouse button is used to display the short-cut menu for that item.
Drag	Pressing and holding one of the mouse buttons, while moving the mouse is used to move items or select multiple items on the screen.

Tips:

If your mouse does not work for whatever reason, the following keystrokes will help you maneuver around the windows:

<ctrl>+<esc> - Activates the Start menu

You may then use the cursor (arrow) keys and the enter key to execute commands on the start menu. If the mouse is frozen or not visible, use this method to go to the shut down menu item and complete a proper shut down.

<alt>+<F4> - Closes open Windows

Using this keystroke will close the active window. If you are at the desktop, it will let you shutdown windows.

<ctrl>+<alt>+<del> - Task Manager

With Windows 95/98, task manager shows all programs that are running. If a program is "locked up" or not responding, the program listed will indicate not responding. You can use your mouse or cursor keys to highlight the program you wish to end, and click on the End Task button. You may also shut down the computer by pressing the shut down button.

6. Long File Names

Windows 95/98 allows the use of filenames up to 255 characters in length, including all letters, numbers and spaces. To maintain compatibility with DOS, Windows also gives each file a short name, consisting of the first 6 characters of the long name, the characters "~1" or a higher number and the first three characters of the extension.

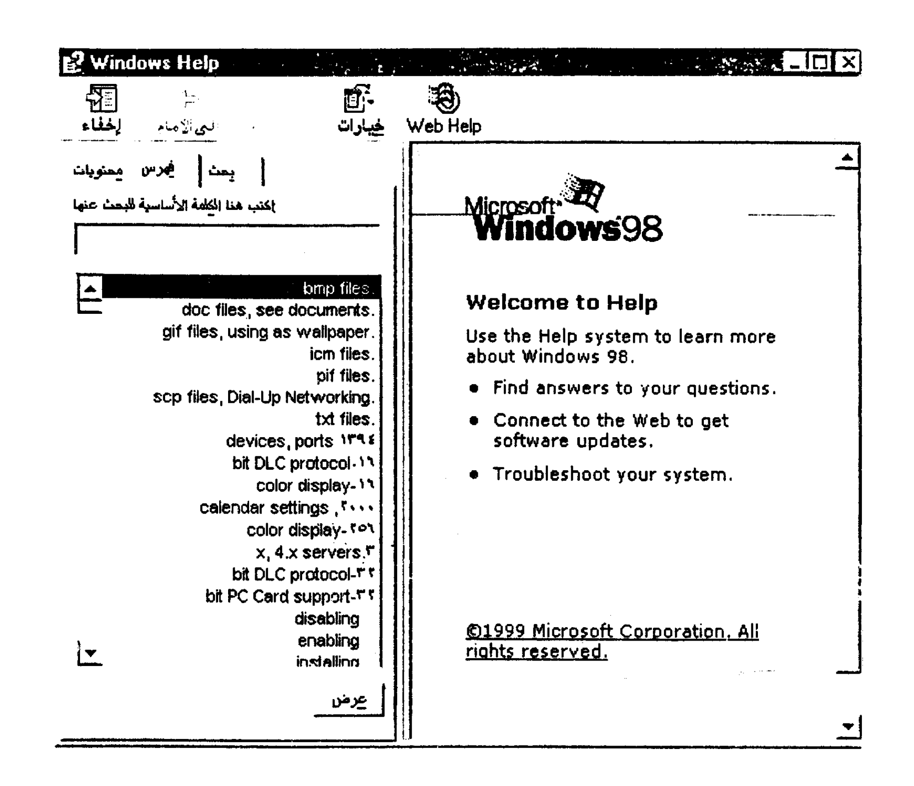
Long Name = "DrMohamedElfayoumy master file.doc"

Short Name = "DrMoha~1.doc"

Microsoft recommends that filenames be a maximum of 50 to 75 characters in length.

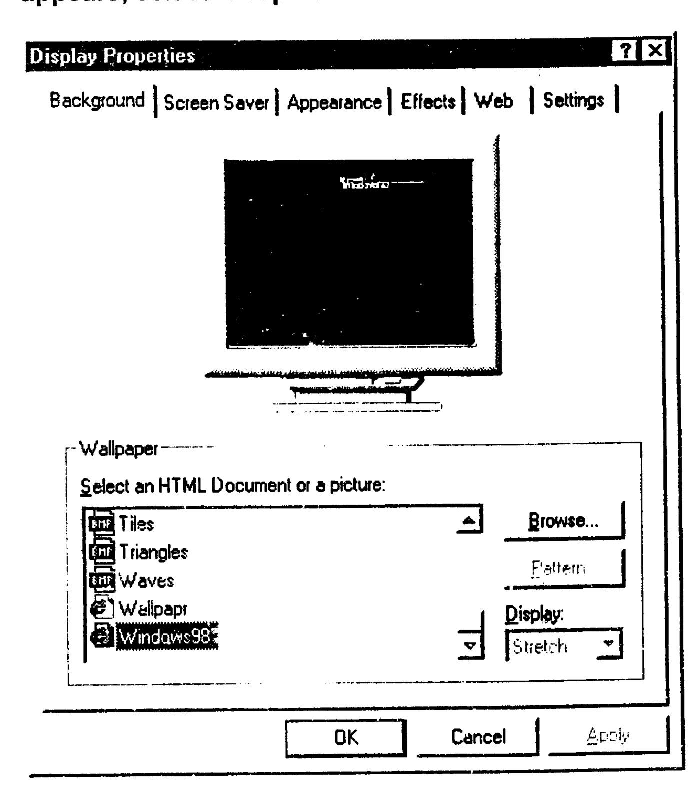
7. Getting Help

Windows 95/98 has an on-line help feature to look up solutions to problems, or definition of terms. You can select Help by clicking on the "Start" button and then on "Help".


Windows Help
إخفاء
إلى الأمام
خيارات
Web Help
محتويات
فهرس
بحث
إكتب هنا الكلمة الأساسية للبحث عنها
bmp files
doc files, see documents.
gif files, using as wallpaper.
icm files.
pif files.
scp files, Dial-Up Networking.
txt files.
عرض
Microsoft Windows98
Welcome to Help
Use the Help system to learn more about Windows 98.
Find answers to your questions.
Connect to the Web to get software updates.
Troubleshoot your system.
©1999 Microsoft Corporation. All rights reserved.

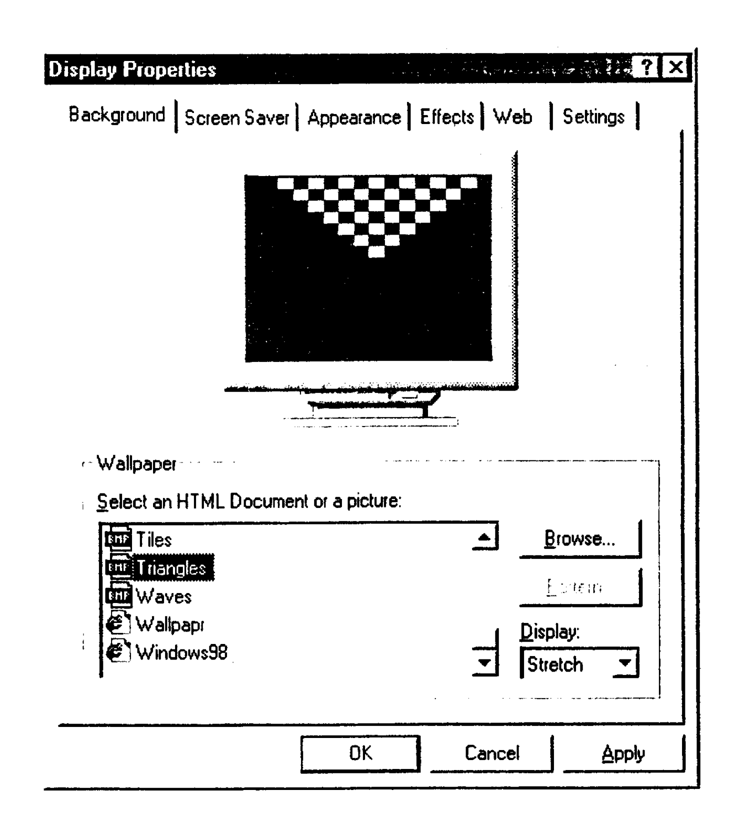
8. Screen Properties

To change or access options for the "look" of the desktop, right click on the desktop area. This area should be free of icons. From the quick menu, which appears, select "Properties".



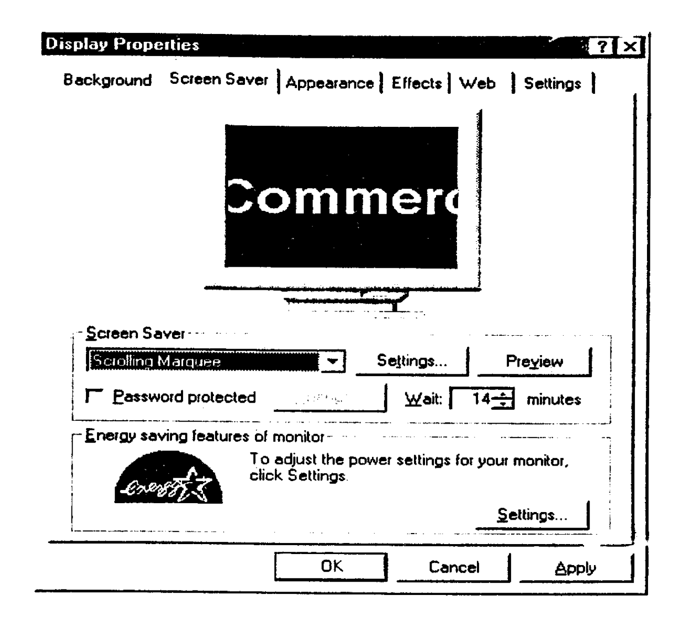
8-1 Background:

The background options allows your desktop to have fancy patterns and wallpaper for your viewing pleasure. If your computer seems to be slow, perhaps low memory; remove any wallpaper you may have added.



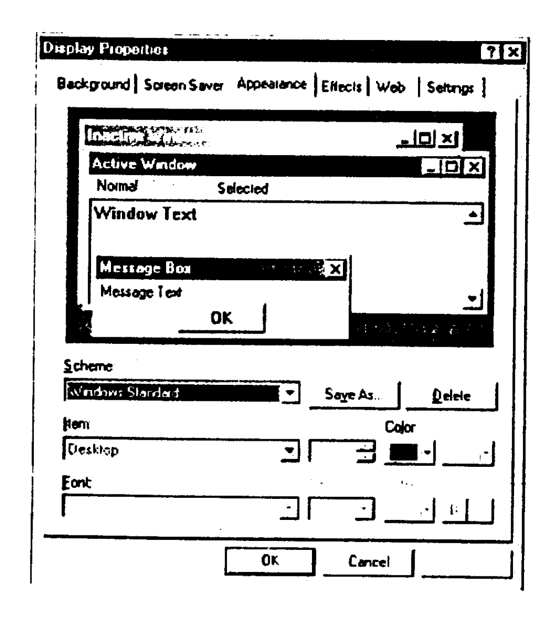
8-2 Screen Savers:

Screen savers are used to prevent images burning into the screen. If the computer is idle for a set period of time, the screen saver will automatically begin. To stop the screen saver, simply move the mouse, or press any key on the keyboard.



8-3 Appearance:

The appearance option is used to set the system colors for items such as desktop background, title bars, menus etc. Use caution when selecting colours to ensure visibility of text.



Quiz

1. **Microsoft Windows is a (an):**

   A. Word processing program
   B. Database program
   C. Operating System
   D. Graphics program

2. **Windows uses only the left mouse button (True or False?)**

3. **Which of the following moves the pointer to another location on-screen?**

   A. Pressing the arrow keys on the keyboard
   B. Moving the mouse until the pointer points to that spot.
   C. Moving the mouse until the pointer points to that spot and click the left mouse button.
   D. Moving the mouse until the pointer points to that spot and click the right mouse button.

4. **A keystroke combination is:**

   A. Pressing two or more keys at the same time, for example pressing the Shift and Tab keys at the same time
   B. A way to lock your computer to prevent unauthorized access. To unlock the computer, simply retype your keystroke combination
   C. Using the keyboard in conjunction with the mouse
   D. A type of mixed drink

5. **To display a shortcut menu for an object, do the following:**

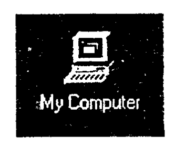
   A. Point to the object and press Ctrl + P.
   B. Touch the object on-screen with your finger.
   C. Click the object.
   D. Right-click the object

6. To start a program in Windows 98, do the following:

A. Make sure the Program Manager is open, double-click the Program Group where the program you want to run is located, and double-click the Program.
B. Click the Start button, point to the Programs menu, click the menu and any submenus where the program you want to run is located, and click the name of the program you want to run.
C. Click the Start button, point to the Run menu, click the menu and any submenus where the program you want to run is located, and then click the name of the program you want to run.
D. None of the above.

Multiple Choices:

1. Which type of environment does the following icon represent?



    a. Double-click environment
    b. Single -click environment

2. Screen savers
    a. are used to prevent images burning into the screen.
    b. If the computer is idle for a set period of time, the screen saver will automatically begin.
    c. To stop the screen saver, simply move the mouse, or press any key on the keyboard.
    d. All of the above.

Homework

1. Turn on your computer and start Windows 98.
2. Find, point to, and click the Start button, then close the Start menu without selecting anything.
3. Find and double-click My Computer.
4. Shut down Windows by selecting Shut down from the Start menu, verifying the Shut down option is selected, and clicking the OK button.



Part Two

Excel 2000: Introduction and Accounting Applications

Chapter 3

Excel 2000: Introduction



Chapter 3

Excel 2000: Introduction

1. What is Microsoft Excel?

Microsoft Excel is a spreadsheet program with advanced charting and database functions that allow you to quickly and easily:

1. **Perform both simple and complex calculations**
2. **Filter data from a database or spreadsheet list.**
3. **Graphic representation of data in many formats.**

Microsoft Excel is an electronic spreadsheet program that runs on Windows computers. You use an electronic spreadsheet to perform numeric calculations rapidly and accurately. See Table 1 for common ways spreadsheets are used in business. The electronic spreadsheet that you produce when using Excel is also referred to as a worksheet.

The value of the spreadsheet lies in its flexibility. For example, you can perform "what-if" analysis with your data and its graphic representations. You can check changes in the figures without the dullness of calculating them all yourself.

Table 1: Common business uses for spreadsheets

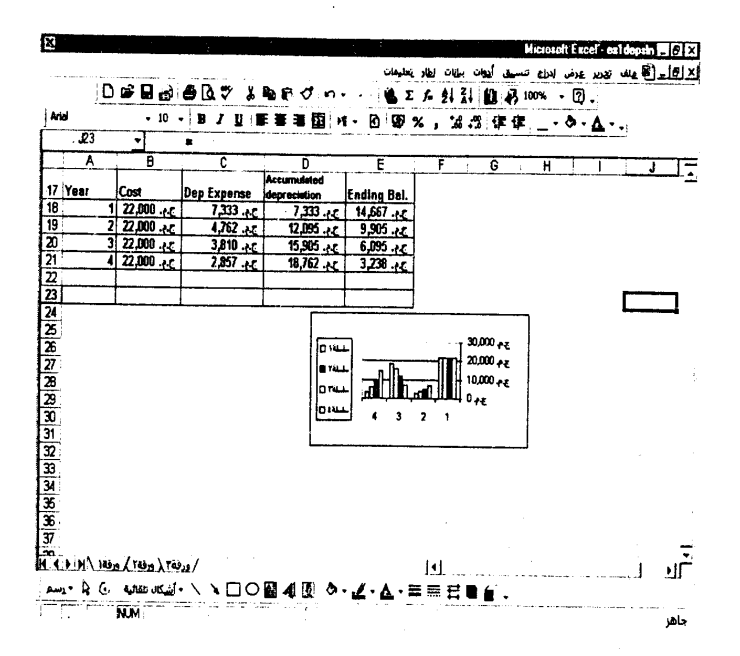
SPREADSHEETS ARE USED TO:	BY:
Maintain values	Calculating numbers
Represent values visually	Creating charts based on worksheets figures
Organize data	Sorting data in ascending or descending order
Analyze data	Creating data summaries
Create what-if data scenarios	Using what-if analysis tools.

Excel also provides many formatting options that add quality to your presentation while representing both the figures and the images you want to convey.

The advantages of Using excel include:

•Enter data quickly and accurately.
•Recalculate data easily.
•Perform a what-if analysis.
•Change the appearance of information..
•Create charts (see figure 1).
•Create new worksheet s from existing ones quickly.

Figure 1:Excel Worksheet



17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.
18	1	22,000 ج.م.	7,333 ج.م.	7,333 ج.م.	14,667 ج.م.
19	2	22,000 ج.م.	4,762 ج.م.	12,095 ج.م.	9,905 ج.م.
20	3	22,000 ج.م.	3,810 ج.م.	15,905 ج.م.	6,095 ج.م.
21	4	22,000 ج.م.	2,857 ج.م.	18,762 ج.م.	3,238 ج.م.

2. Spreadsheet Design

Proper design and layout in a spreadsheet are important skills for Excel users to learn. Unlike many other computer programs, spreadsheets require thought and planning to make them efficient and economical. To develop useful spreadsheets, first prepare a sketch, considering the following elements:

- **What are the desired outputs?**
- **What are the required inputs?**
- **How is the data located?**
- **What mathematical expressions are used?**
- **Who will be using the spreadsheet?**

3. Starting Microsoft Excel

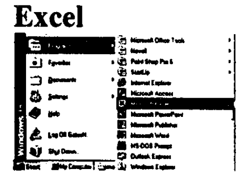
Here are two popular ways to start Excel:

- **Double click on the Microsoft Excel icon on the desktop.**



Or

- **Click on Start --> Programs --> Microsoft Excel**



Put into practice

Starting Excel 2000

1.Point to the ***Start button*** **on the taskbar.**

The Start button is on the left side of the taskbar and is used to to start programs on your computer.

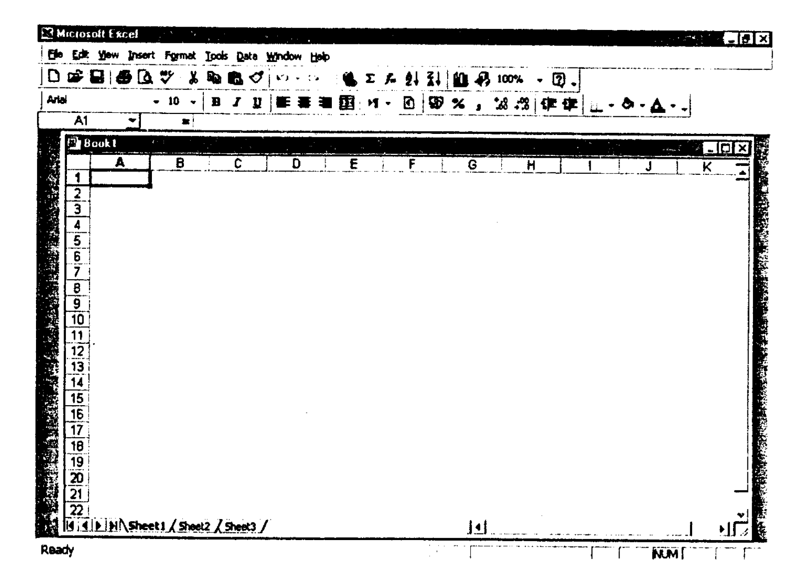
2.Click *Start.*

3.Point to *Programs*

4.Click the *Microsoft Excel program icon* **on the program menu (** Microsoft Excel **)**

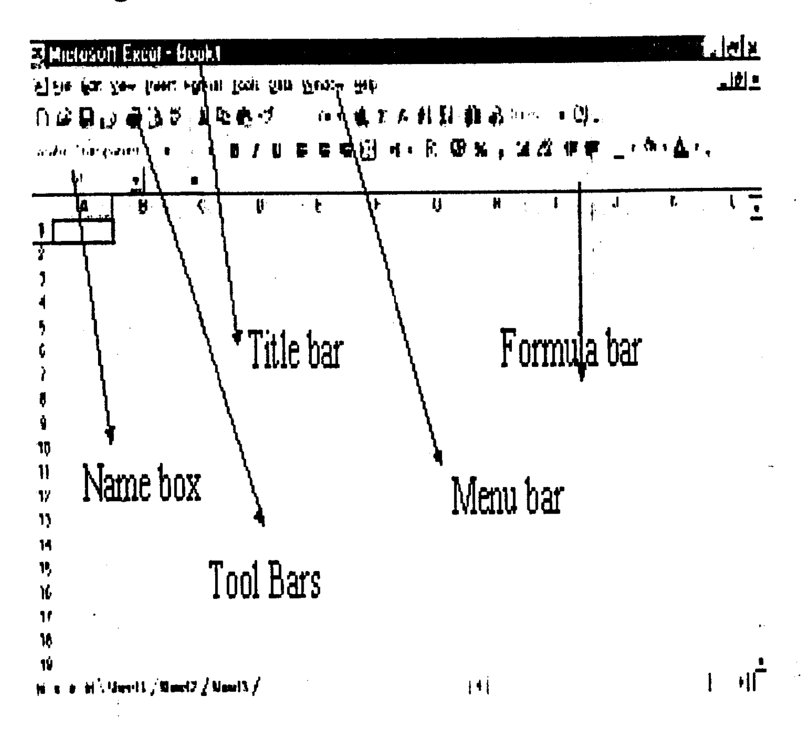
4. Elements of the Excel Screen

When you access to Excel 2000, your screen should look something like this:



This window contains the following elements as displayed in the following screen:

Figure 2-Excel Worksheet Window Elements



The worksheet window contains a grid of columns and rows. Columns are labeled alphabetically (A, B, C, etc.) and rows are labeled numerically (1,2,3,etc.). The worksheet window displays only a tiny fraction of the whole worksheet. Which has total of 256 columns and 65536 rows. The intersection of a column and a row is a cell. Cells can contain text, numbers, formulas, or a combination of all three. Every cell has its own cell address, which is identified by the coordinates of the intersecting column and row. For example the cell address of the worksheet window contains a grid of columns and rows. cell in the upper-left corner of a worksheet is A1.

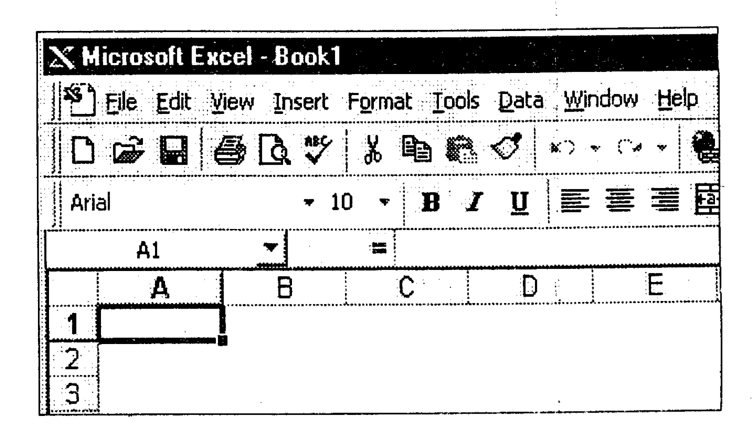
The cell pointer is a dark rectangle that highlights the cell you are working in. This cell is called the active cell. In Figure A-2, the cell pointer is located at A1,so A1 is the active cell.. To activate a different cell, just click any other cell or press the arrow keys on your keyboard to move the cell pointer elsewhere.

The menu bar contains menus from which you choose Excel commands. As with all Windows programs, you can choose a menu command by clicking it with the mouse. When you click a menu, a short list of commonly used commands may appear.

Short Notes and More:

- **A majority of the screen is occupied by a blank worksheet, which is laid out as a grid of rows and columns.**
- **There are 256 columns labeled A through IV, and 65536 rows numbered 1 through 65536.**
- **The rectangles at the intersection of each row and column are referred to as cells. Each cell can be uniquely identified with an address: the column letter and the row letter. So the first cell can be referred to as A1 and two columns over and two rows down, one finds C3.**

- The Name Box displays the address for the active cell, which is always surrounded by a thick, dark border It is located at the left end of the Formula bar.



- At the very top of the window is the Title bar. The next bar down is the Menu bar.
- Then there is the Standard toolbar and below that, the Formatting toolbar. Then the Formula bar. At the left edge of the Formula bar is the active cell address window.
- Finally, at the bottom of the window is a Status bar.

18
19
Sheet1 Sheet2 Sheet3
Ready

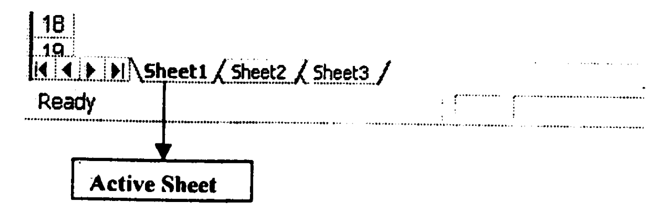
- The mouse pointer takes on different shapes depending on where it is on the screen: when over the Title bar, Menu bar or a toolbar, it is an arrow. When over the Formula bar, it is an I-beam and when over the worksheet, it is a cross  .

5. Workbooks and worksheets

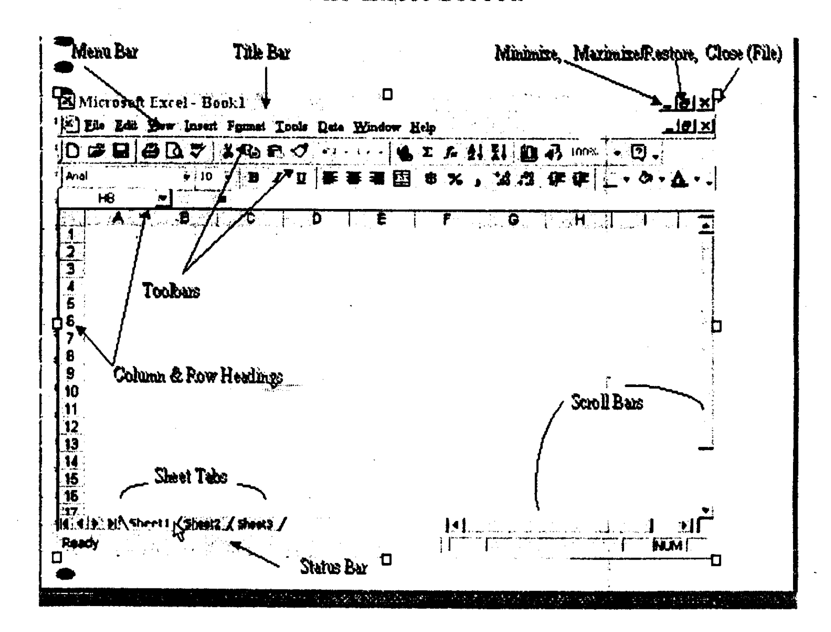
Workbooks In Microsoft Excel, a workbook is the file in which you work and store your data. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.

Worksheets **Use worksheets to list and analyze data. You can enter and edit data on several worksheets at the same time and perform calculations based on data from multiple worksheets. When you create a chart, you can place the chart on the worksheet with its related data or on a separate chart sheet.**

Sheet tabs **The names of the sheets appear on tabs at the bottom of the workbook window. To move from sheet to sheet, click the sheet tabs.**



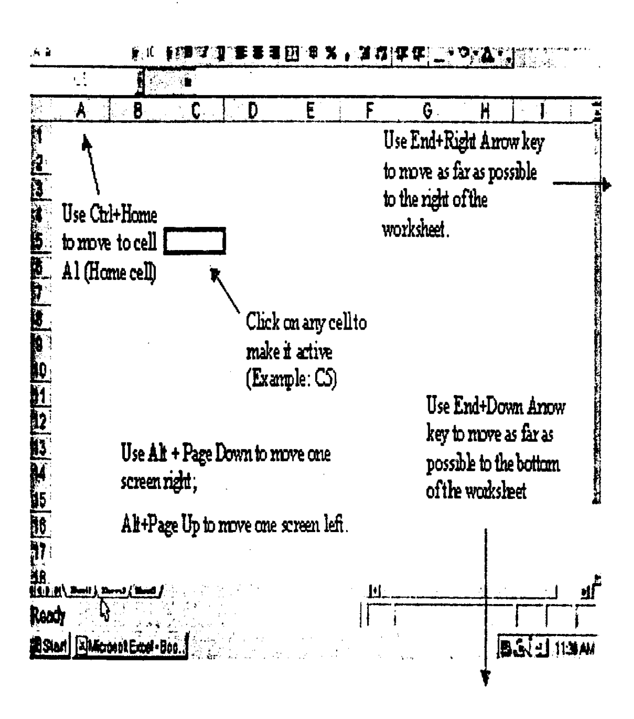
Careful Look again to:
The Excel Screen



- Title Bar
- Minimize, Maximize/ Restore, and Close Buttons
- Menu Bar
- Toolbars
- Name Box and Formula Bar
- Active Cell
- Mouse Pointer
- Column and Row Headings
- Sheet Tabs
- Status Bar
- Scroll Bars

6. Moving Around the Worksheet

The fastest way to move around any spreadsheet is with the mouse, clicking on the cell that you wish to address. You can also use the scroll bars at the right side and bottom of the Excel window. You can always return to cell A1 by pressing Ctrl + Home. On the keyboard, you can use direction keys to move around the spreadsheet. The page up and page down keys move up or down one screen at a time. Some other keyboard shortcuts of note include:



Keys for moving and scrolling in a worksheet

Press	To
Arrow keys	**Move one cell up, down, left, or right**
CTRL+arrow key	**Move to the edge of the current data region**
HOME	**Move to the beginning of the row**
CTRL+HOME	**Move to the beginning of the worksheet**
CTRL+END	**Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1**
PAGE DOWN	**Move down one screen**
PAGE UP	**Move up one screen**
ALT+PAGE DOWN	**Move one screen to the right**
ALT+PAGE UP	**Move one screen to the left**
CTRL+PAGE DOWN	**Move to the next sheet in the workbook**
CTRL+PAGE UP	**Move to the previous sheet in the workbook**
CTRL+F6 or CTRL+TAB	**Move to the next workbook or window**
CTRL+SHIFT+F6 or CTRL+SHIFT+TAB	**Move to the previous workbook or window**
TAB	**Move between unlocked cells on a protected worksheet**

7. Entering and Editing Data

You can enter data into a cell by clicking once to select the cell and start typing. The data will appear in two locations: in the cell itself and in the Formula Bar. The data is placed into the cell when you hit the Return key, the Enter key, the Tab key, or any of the direction keys. You can also enter the data by clicking the green check box next to the formula bar, or by selecting another cell with the mouse.

Practice

1. With cell A1 selected, type Customer No. As you type, the text appears in both the cell and the Formula bar, and a blinking insertion point in the cell tells you where the next character you type will be inserted.

   A Cancel button ×, Enter button ✓ and Function Wizard button appear between the text and name box. On the Status bar, the indicator changes from Ready to Enter because the text you have typed will not be recorded into cell A1 until you "enter" it.

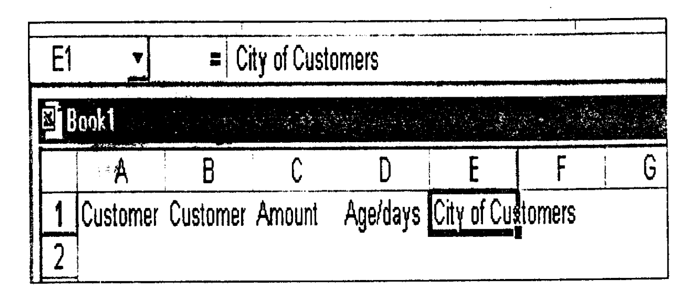
2. Click the Enter button to complete the entry.

   The entry is entered into cell A1. The indicator on the Status bar changes back to Ready. The entry is left-aligned in its cell. Excel always left-aligns text unless you specifically tell it to do otherwise.

3. **Click on cell B1 to select it. Note that the address changes in the name box from A1 to B1.**

   Type Customer Name, but instead of clicking the Enter button to enter the text, press the Right Arrow key on the keyboard. Excel completes the entry AND selects cell C1.

4. **Type** Amount **and press the Right Arrow key.**
5. **Type in D1** Age/days **and press the Right Arrow key.**
6. **Now enter one more heading. In cell E1, type** City **and click the Enter button to complete the entry. Below you see what your entries should look like.**



7. **Enter the following information, using the Down Arrow key to complete each Column:**

101 Mohamed	**5000**	**30 Alex**
102 Salah	**6000**	**45 Damnhour**
104 Shrouk	**7000**	**60 Alex**
105 Amr	**4000**	**90 Cairo**
106 Rania	**3000**	**30 Tanta**

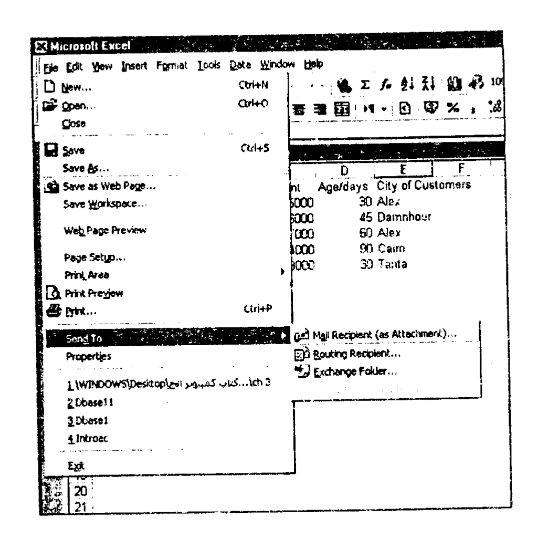
8. So far, your spreadsheet should look more or less like the illustration below.

	A	B	C	D	E	F
1	Customer No	Customer Name	Amount	Age/days	City of Customers	
2	101	Mohamed	5000	30	Alex	
3	102	Salah	6000	45	Damnhour	
4	104	Shrouk	7000	60	Alex	
5	105	Amr	4000	90	Cairo	
6	106	Rania	3000	30	Tanta	
7						
8						
9						
10						

9. Using Menus

File Edit View Insert Format Tools Data Window Help

- **One gives Excel instructions by choosing commands arranged in menus on the Menu bar.**
- **Selecting things from a Menu bar is common to all Windows programs and some familiarity is assumed.**
- **To choose a command from a menu, click on the menu name to drop down a menu list. Then simply click on the name of the command you wish to issue.**



- Some command names are followed by an arrowhead, which indicates that when clicked, a submenu will appear. Other command names are followed by ellipses indicating that when clicked, a dialog box will appear asking for additional information regarding the operation.

10. Using Toolbars

Many of the menu choices are given shortcut status as buttons on toolbars. Excel comes with 16 built-in toolbars and by default, displays the Standard and Formatting toolbars. You can display other toolbars, move a toolbar to another position in the window or hide a toolbar. Toolbars provide you only a shortcut. Every toolbar button has a menu choice obtainable from the Menu bar.

To examine what a particular button does, move the mouse pointer over a button. The button's name will appear and a brief description of what it does will appear on the Status bar.

11. Simple Spreadsheet Calculations

Excel has many powerful Formulas and functions that allow you to do mathematical, logical, statistical, financial, trigonometric, logarithmic and other types of calculations. The vast majority of spreadsheets, however, do pretty simple arithmetic.

Examples of arithmetic operators are:

(+, -, *, and /) used to add, subtract, multiply and divide .

Excel does it calculations by using formulas and functions. They are always started with an equal sign (=). Consider the following:

9+3+8

If this formula is entered in a worksheet, Excel displays the result 20.

Remember also, that cells have address references. So one can enter a formula such as:

=B1+B2+B3

Into a cell such as B5. Excel will sum the values present in B1, B2 and B3 and display the result in cell B5.

Here are examples of simple formulas you can create in Excel:

Type	Example
Just Numbers	=4+6+8+2
Cells & Numbers	=4+B7*2
Cells	=B7+B5

Order of Operations

When you type a formula containing several numbers and operators, you should remember that all calculations are carried out according to the following order of operations:

o First calculation:	( ) and ^	
o second :	* and /	
o and finally :	+ and -	

Type the following formula in cell B6:

= 20 + 40 / 4 and press Enter.

The result is 30, as 40 / 4 is calculated first.

Now type the same formula in B7, but this time in brackets:

= (20 + 40) / 4 and press Enter.

The result is now 15, as the numbers in brackets are calculated first.

FUNCTIONS

Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure.

For example, the SUM function adds values or ranges of cells, and the PMT function calculates the loan payments based on an interest rate, the length of the loan, and the principal amount of the loan.

Arguments: Arguments can be numbers, text, or cell references. Arguments can also be constants, formulas, or other functions.

Structure : The structure of a function begins with an equal sign (=) then the function name, followed by an opening parenthesis, the arguments for the function separated by semi commas, and a closing parenthesis.

Short Note:

Excel has many built in functions. All functions are built up in the following way:

=NAME(arguments)

NAME is the function name (what you want Excel to do for you). Arguments can be cells or other calculations.

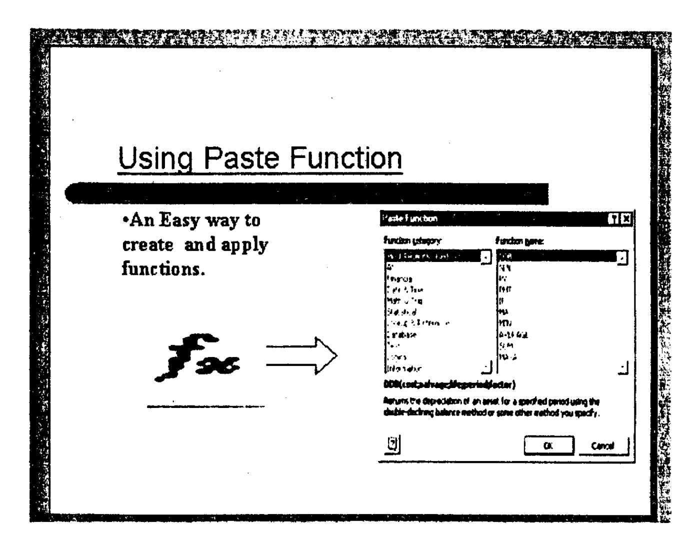
As an example:

=SUM(B1:B3)

the function is called SUM, and the arguments are the cells that should be added together.

Here is a list of the more frequently used functions:

Function	Use
=average()	**Calculates an average for a range of cells**
=count()	**Counts the number of numeric entries in a range**
=counta()	**Counts the number of entries in a range**
=max()	**Returns the maximum value in a range of cells**
=min()	**Returns the minimum value in a range of cells**
=now()	**Returns the current date & time**



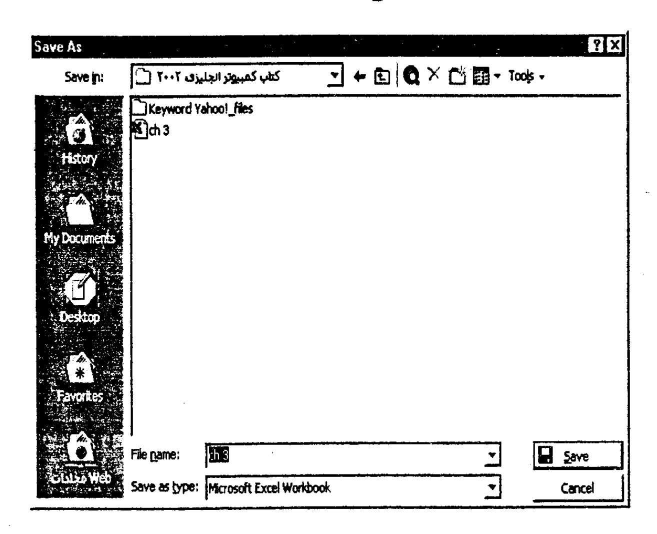
Using the Paste Function to enter a function

- **Select the cell where you want the formula to appear and insert an equal (=) sign to start the formula.**
- **Click the** Paste Function **button on the** Standard **toolbar to display the** Paste Function **dialog box when you are ready to enter the function.**
- **From the** Function category **list box, choose a function category.**
- **From the** Function name **list box, choose the function you require. Use the down arrow to select other functions and select the** OK **button.**
- **A second** Paste Function **dialog box appears containing the function's arguments. Use the** Tab **key to move through the various arguments.**
- **When all the arguments are satisfied, click the** OK **button to enter the function into the cell.**
- **If you want to make changes, do so in the formula bar. Press** Enter **to complete the entry.**

12. Saving Workbooks

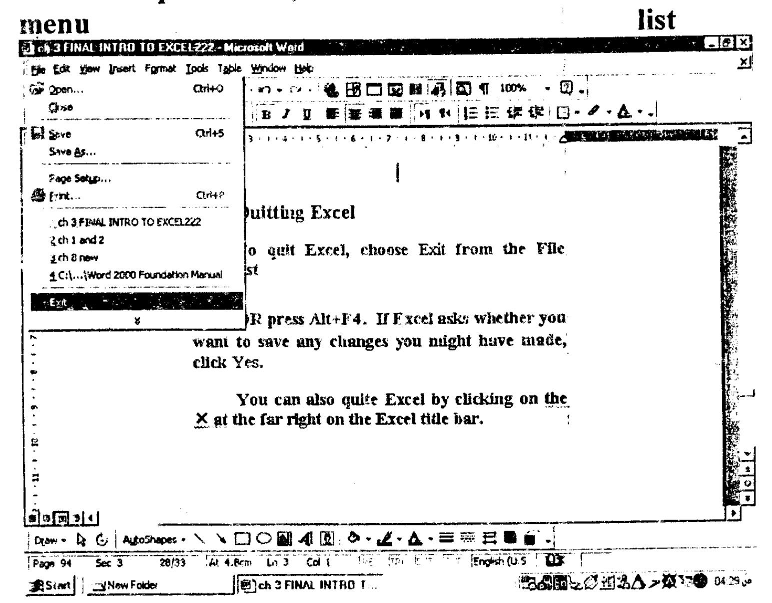
To save a workbook, click (most properly) on File **on the Menu bar and choose the** Save as... **menu choice. The dialog box (Next Page) that appears essentially asks you what you wish to call the workbook and where you wish to place it.**

Save As dialog box



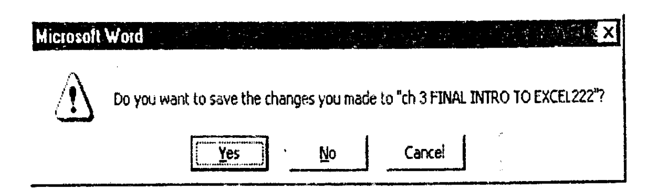
13. Quitting Excel

To quit Excel, choose Exit from the File menu list



OR press Alt+F4.

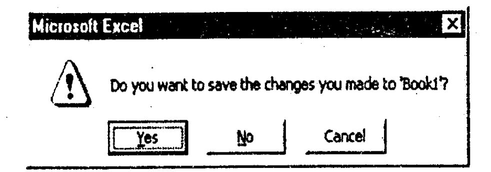
If Excel asks whether you want to save any changes you might have made, click Yes.



You can also quite Excel by clicking on the ✕ at the far right on the Excel title bar.

Exiting Excel 2000

- To exit Excel 2000
  - From the File menu, select Exit
  - Or press ALT+F4
- Excel 2000 will warn you if any data is unsaved



NOTE: Since Excel 2000, you have a *Yes to All* button, when you have multiple workbooks open

Quiz :

First : Multiple Choices:

1. **Which of the following is an example of a poorly designed worksheet?**

   a. Lack of documentation

   b. The use of raw numbers

   c. Unused columns

   d. All of these answers are correct

2. **Which of the following is an example of a comparison operator?**

   a. *

   b. >=

   c. /

   d. All of these answers are correct

3. **What begins every formula?**

   a. A cell reference

   b. An equals sign

   c. A function name

   d. None of these answers is correct

4. Which will be computed first in the following formula: =(C4 + C5)*6?

a. C5 * 6

b. C4 * 6

c. C4 + C5

d. C4 + 6

5. Which of the following is equivalent to =SUM(B4:B7)?

a. =B4+B5+B6+B7

b. =B4-B5-B6-B7

c. =(B4-B5)-(B6-B7)

d. None of these answers is correct

6. The advantage of using a spreadsheet is:

a. Calculations can be done automatically.

b. Changing data automatically updates calculations (as long as Excel is not set to calculate manually).

c. More flexibility.

d. all of the above

7. **The intersection of a row and a column is called:**
   a. Data.

   b. A field

   c. A cell.

   d. A formula.

8. **When you are typing an equation into a cell the first thing that must be entered is:**
   a. The first cell referenced.

   b. Parenthesis.

   c. Quotation s quotation.

   d. An equal sign

9. **The cell labeled F5 refers to**
   a. Row F column 5.

   b. Column F row 5.

   c. Functions available in cells.

   d. None of these answers is correct.

10. **The Counta function count the number of numeric entries in a range (a-True; b- False)**

Second : Multiple Choices:

Match each item on the left to the corresponding item at right.

--Argument

--AVERAGE function

--MIN function

--MAX function

--PMT function

--Worksheet model

--Variable data

--Division

--NOW function

a. **Calculates the smallest value among specified values.**

b. **Calculates the average of specific values.**

c. **Amounts that are subject to change.**

d. **Specific value in a function, such as a range of cells.**

e. **Contains labels and formulas, but the cells that hold variable data are left blank.**

f. **Calculates a payment due on a loan, assuming equal payments and fixed interest rate.**

g. **Enters the serial number of the current date and time.**

h. **/**

i. **Calculates the largest value among specified values.**



Chapter 4

Simplified Accounting Examples

By Using
Financial Functions
Of
Excel 2000

Chapter 4

Simplified Accounting Examples

First-Basics of depreciation

1. SLN Returns the straight-line depreciation of an asset for one period.
2. DDB Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify
3. DB Returns the depreciation of an asset for a specified period using the fixed-declining balance method
4. SYD Returns the sum-of-years' digits depreciation of an asset for a specified period
5. VDB Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify. VDB stands for variable declining balance.

1. SLN

Returns the straight-line depreciation of an asset for one period.

Syntax

=SLN(cost;salvage;life)

Cost is the initial cost of the asset.

Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset).

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

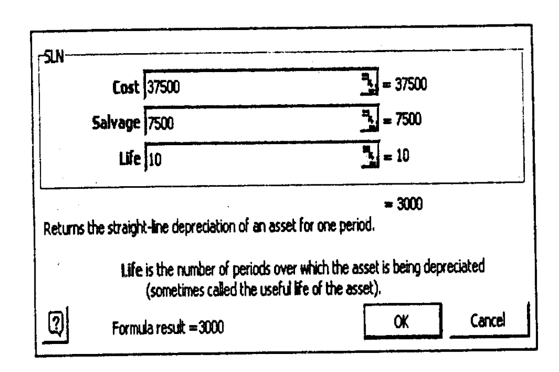
Example 1

Suppose you've bought a truck for $37500 that has a useful life of 10 years and a salvage value of $7,500. The depreciation allowance for each year is:

=SLN(37000; 7500; 10)

Equals $3000

Paste the SLN function:



Example 2

Suppose you've bought a truck for $30,000 that has a useful life of 10 years and a salvage value of $7,500. The depreciation allowance for each month is:

=SLN(30000; 7500; 120)

Equals $187.5

2. DDB

Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.

Syntax

=DDB(cost; salvage ;life ;period ;factor)

Cost is the initial cost of the asset.

Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset).

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Period is the period for which you want to calculate the depreciation. Period must use the same units as life.

Factor is the rate at which the balance declines. If factor is omitted, it is assumed to be 2 (the double-declining balance method).

All five arguments must be positive numbers.

Remarks

- **The double-declining balance method computes depreciation at an accelerated rate. Depreciation is highest in the first period and decreases in successive periods. DDB uses the**

following formula to calculate depreciation for a period:

- ((cost-salvage) - total depreciation from prior periods) * (factor/life)
- **Change factor if you do not want to use the double-declining balance method.**
- **Use the VDB function if you want to switch to the straight-line depreciation method when depreciation is greater than the declining balance calculation.**

Examples

Suppose a factory purchases a new machine. The machine costs $2,400 and has a lifetime of 10 years. The salvage value of the machine is $300. The following examples show depreciation over several periods. The results are rounded to two decimal places.

=DDB(2400;300;3650;366)

Equals $1.08, the first day's depreciation in the second year.

Microsoft Excel automatically assumes that factor is 2.

DDB

Cost 2400 = 2400

Salvage 300 = 300

Life 3650 = 3650

Period 366 = 366

Factor =

= 1.076628001

Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.

Period is the period for which you want to calculate the depreciation. Period must use the same units as Life.

Formula result = 1.076628001 OK Cancel

=DDB(2400;300;120;1;2) equals $40.00, the first month's depreciation.

DDB

Cost 2400 = 2400

Salvage 300 = 300

Life 120 = 120

Period 1 = 1

Factor =

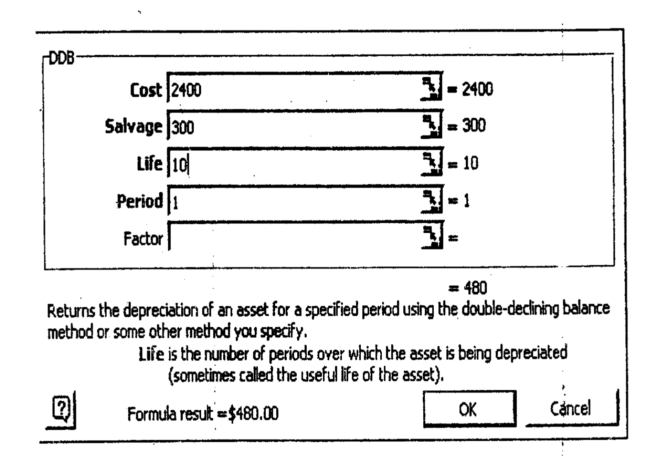
= 40

Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Formula result = $40.00 OK Cancel

=DDB(2400;300;10;1;2) equals $480.00, the first year's depreciation.



=DDB(2400;300;10;2;1.5) equals $306.00, the second year's depreciation using a factor of 1.5 instead of the double-declining balance method.

DDB

Cost 2400 = 2400

Salvage 300 = 300

Life 10 = 10

Period 2 = 2

Factor 1.5 = 1.5

= 306

Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.

Cost is the initial cost of the asset.

Formula result =$306.00

OK Cancel

3. DB

Returns the depreciation of an asset for a specified period using the fixed-declining balance method.

Syntax

=DB(cost;salvage;life;period;month)

Cost   is the initial cost of the asset.

Salvage   is the value at the end of the depreciation (sometimes called the salvage value of the asset).

Life   is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Period   is the period for which you want to calculate the depreciation. Period must use the same units as life.

Month   is the number of months in the first year. If month is omitted, it is assumed to be 12.

Remarks

The fixed-declining balance method computes depreciation at a fixed rate. DB uses the following formulas to calculate depreciation for a period:

(cost - ACCUMLATED depreciation from prior periods) * rate

where:

rate = 1 - ((salvage / cost) ^ (1 / life)), rounded to three decimal places

Depreciation for the first and last periods is a special case. For the first period, DB uses this formula:

cost * rate * month / 12

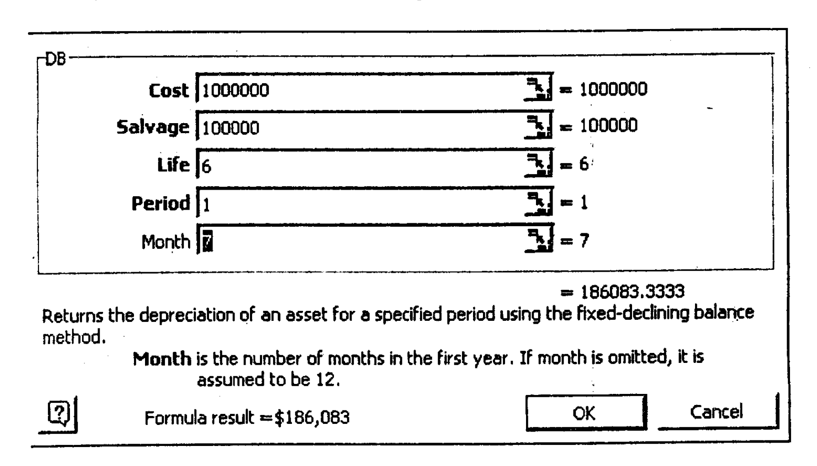
For the last period, DB uses this formula:

((cost - total depreciation from prior periods) * rate * (12 - month)) / 12

Examples

Suppose a factory purchases a new machine. The machine costs $1,000,000 and has a lifetime of six years. The salvage value of the machine is $100,000. The following examples show depreciation over the life of the machine. The results are rounded to whole numbers.

=DB(1000000;100000;6;1;7) equals $186,083



=DB(1000000;100000;6;2;7) equals $259,639

DB

Cost	1000000	= 1000000
Salvage	100000	= 100000
Life	6	= 6
Period	2	= 2
Month	7	= 7

= 259639.4167

Returns the depreciation of an asset for a specified period using the fixed-declining balance method.

Period is the period for which you want to calculate the depreciation. Period must use the same units as Life.

Formula result =$259,639 OK Cancel

=DB(1000000;100000;6;3;7) equals $176,814

DB

Cost	1000000	= 1000000
Salvage	100000	= 100000
Life	6	= 6
Period	3	= 3
Month	7	= 7

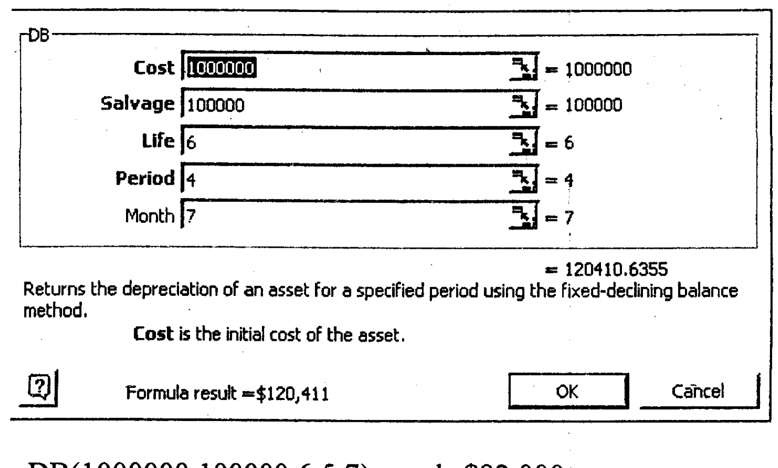
= 176814.4428

Returns the depreciation of an asset for a specified period using the fixed-declining balance method.

Cost is the initial cost of the asset.

Formula result =$176,814 OK Cancel

=DB(1000000;100000;6;4;7) equals $120,411



=DB(1000000;100000;6;5;7) equals $82,000
=DB(1000000;100000;6;6;7) equals $55,842
=DB(1000000;100000;6;7;7) equals $15,845

DB
Cost 1000000 = 1000000
Salvage 100000 = 100000
Life 6 = 6
Period 7 = 7
Month 7 = 7
= 15845.09847
Returns the depreciation of an asset for a specified period using the fixed-declining balance method.
Month is the number of months in the first year. If month is omitted, it is assumed to be 12.
Formula result =$15,845
OK
Cancel

4. SYD

Returns the sum-of-years' digits depreciation of an asset for a specified period.

Syntax

=SYD(cost;salvage;life;period)

Cost   is the initial cost of the asset.

Salvage   is the value at the end of the depreciation (sometimes called the salvage value of the asset).

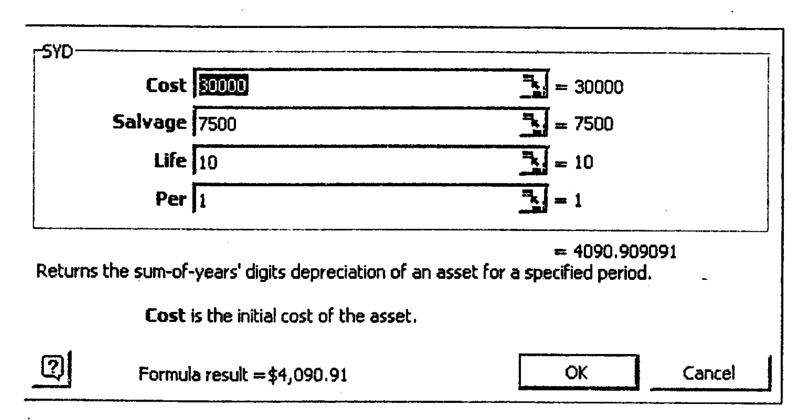
Life   is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Per   is the period and must use the same units as life.

Examples

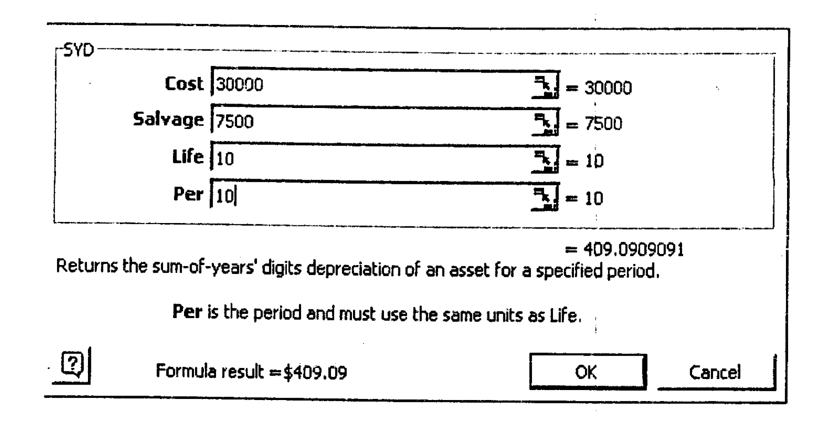
If you've bought a truck for $30,000 that has a useful life of 10 years and a salvage value of $7,500, the yearly depreciation expense for the first year is:

SYD(30000;7500;10;1) equals $4,090.91



The yearly depreciation allowance for the tenth year is:

SYD(30000;7500;10;10) equals $409.09



5. VDB

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify. VDB stands for variable declining balance.

Syntax

VDB(cost;salvage;life;start_period;end_period;factor)

Cost is the initial cost of the asset.

Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset).

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Start period is the starting period for which you want to calculate the depreciation. Start period must use the same units as life.

End period is the ending period for which you want to calculate the depreciation. End period must use the same units as life.

Factor is the rate at which the balance declines. If factor is omitted, it is assumed to be 2 (the double-declining balance method). Change factor if you do not want to use the double-declining balance method. For a description of the double-declining balance method, see DDB.

No switch is a logical value specifying whether to switch to straight-line depreciation when depreciation is greater than the declining balance calculation.

Examples

Suppose a factory purchases a new machine. The machine costs $2,400 and has a lifetime of 10 years. The salvage value of the machine is $300. The following examples show depreciation over several periods. The results are rounded to two decimal places.

=VDB(2400; 300; 3650; 0; 1) equals $1.32; the first day's depreciation. Microsoft Excel automatically assumes that factor is 2.

VDB

Cost	2400	= 2400
Salvage	300	= 300
Life	3650	= 3650
Start_period	0	= 0
End_period	1	= 1

= 1.315068493

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify.

Cost is the initial cost of the asset.

Formula result =$1.32 OK Cancel

=VDB(2400; 300; 120; 0; 1) equals $40.00; the first month's depreciation.

VDB

Cost	2400	= 2400
Salvage	300	= 300
Life	120	= 120
Start_period	0	= 0
End_period	1	= 1

= 40

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify.

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Formula result =$40.00 OK Cancel

=VDB(2400; 300; 10; 0; 1) equals $480.00; the first year's depreciation.

VDB

Cost	2400	= 2400
Salvage	300	= 300
Life	10	= 10
Start_period	0	= 0
End_period	1	= 1

= 480

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify.

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Formula result =$480.00 OK Cancel

=VDB(2400; 300; 120; 6; 18) equals $396.31; the depreciation between the seventh month and the eighteenth month.

VDB

Cost	2400	= 2400
Salvage	300	= 300
Life	120	= 120
Start_period	6	= 6
End_period	18	= 18

= 396.3060533

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify.

Life is the number of periods over which the asset is being depreciated (sometimes called the useful life of the asset).

Formula result =$396.31 OK Cancel

=VDB(2400; 300; 120; 6; 18; 1.5) equals $311.81; the depreciation between the sixth month and the eighteenth month using a factor of 1.5 instead of the double-declining balance method.

VDB

Salvage	300	= 300
Life	120	= 120
Start_period	6	= 6
End_period	18	= 18
Factor	1.5	= 1.5

= 311.8089367

Returns the depreciation of an asset for any period you specify, including partial periods, using the double-declining balance method or some other method you specify.

Factor is the rate at which the balance declines, 2 (double-declining balance) if omitted.

Formula result =$311.81 OK Cancel

Second-Basics of investment & compound interest

1. FV Returns the future value of an investment
2. PV Returns the present value of an investment
3. RATE Returns the interest rate per period of an annuity
4. NPER Returns the number of periods for an investment
5. PMT Returns the periodic payment for an annuity
6. IRR Returns the internal rate of return for a series of cash flows
7. NPV Returns the net present value of an investment based on a series of periodic cash flows and a discount rate
8. PPMT Returns the payment on the principal for an investment for a given period

1. FV

Returns the future value of an investment based on periodic, constant payments and a constant interest rate.

Syntax

=FV(rate;nper;pmt;pv;type)

- **Rate is the interest rate per period.**
- **Nper is the total number of payment periods in an annuity.**
- **Pmt is the payment made each period; it cannot change over the life of the annuity. If**

pmt is omitted, you must include the pv argument.

- Pv is the present value, or the lump-sum amount that a series of future payments is worth right now. If pv is omitted, it is assumed to be 0 (zero), and you must include the pmt argument.
- Type is the number 0 or 1 and indicates when payments are due. If type is omitted, it is assumed to be 0.

Set type equal to	If payments are due
0	**At the end of the period**
1	**At the beginning of the period**

- **For all the arguments, cash you pay out, such as deposits to savings, is represented by negative numbers; cash you receive, such as dividend checks, is represented by positive numbers.**

Examples

=FV(0.5%; 10; -200; -500; 1) equals $2581.40

=FV(1%; 12; -1000) equals $12,682.50

=FV(11%/12; 35; -2000; ; 1) equals $82,846.25

Suppose you want to save money for a special project occurring a year from now. You deposit $1,000 into a savings account that earns 6 percent annual interest compounded monthly (monthly interest of 6%/12, or 0.5%). You plan to deposit $100 at the beginning of every month for the next 12 months. How much money will be in the account at the end of 12 months?

=FV(0.5%; 12; -100; -1000; 1) equals $2301.40

2. PV

Returns the present value of an investment. The present value is the total amount that a series of future payments is worth now. For example, when you borrow money, the loan amount is the present value to the lender.

Syntax

=PV(rate;nper;pmt;fv;type)

Rate is the interest rate per period. For example, if you obtain an automobile loan at a 10 percent annual interest rate and make monthly payments, your interest rate per month is 10%/12, or 0.83%. You would enter 10%/12, or 0.83%, or 0.0083, into the formula as the rate.

Nper is the total number of payment periods in an annuity. For example, if you get a four-year car loan and make monthly payments, your loan has 4*12 (or 48) periods. You would enter 48 into the formula for nper.

Pmt is the payment made each period and cannot change over the life of the annuity. Typically, pmt includes principal and interest but no other fees or taxes. For example, the monthly payments on a $10,000, four-year car loan at 12 percent are $263.33. You would enter -263.33 into the formula as the pmt. If pmt is omitted, you must include the fv argument.

Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (the future value of a loan, for example, is 0). For example, if you want to save $50,000 to pay for

a special project in 18 years, then $50,000 is the future value. You could then make a conservative guess at an interest rate and determine how much you must save each month. If fv is omitted, you must include the pmt argument.

Type is the number 0 or 1 and indicates when payments are due.

Set type equal to	If payments are due
0 or omitted	**At the end of the period**
1	**At the beginning of the period**

Remarks

- **Make sure that you are consistent about the units you use for specifying rate and nper. If you make monthly payments on a four-year loan at 12 percent annual interest, use 12%/12 for rate and 4*12 for nper. If you make annual payments on the same loan, use 12% for rate and 4 for nper.**

- **The following functions apply to annuities:**

CUMIPMT	**PPMT**
CUMPRINC	**PV**
FV	**RATE**
FVSCHEDULE	**XIRR**

IPMT	XNPV
PMT	

An annuity is a series of constant cash payments made over a continuous period. For example, a car loan or a mortgage is an annuity. For more information, see the description for each annuity function.

In annuity functions, cash you pay out, such as a deposit to savings, is represented by a negative number; cash you receive, such as a dividend check, is represented by a positive number. For example, a $1,000 deposit to the bank would be represented by the argument -1000 if you are the depositor and by the argument 1000 if you are the bank.

le

Suppose you're thinking of buying an insurance annuity that pays $500 at the end of every month for the next 20 years. The cost of the annuity is $60,000, and the money paid out will earn 8 percent. You want to determine whether this would be a good investment. Using the PV function, you find that the present value of the annuity is:

=PV(0.08/12, 12*20, 500, , 0) equals -$59,777.15

The result is negative because it represents money that you would pay, an outgoing cash flow. The present value of the annuity ($59,777.15) is less than what you are asked to pay ($60,000). Therefore, you determine this would not be a good investment.

PV

Rate	0.08/12	= 0.006666667
Nper	12*20	= 240
Pmt	-500	= -500
Fv	0	= 0
Type		=

= 59777.14585

Returns the present value of an investment: the total amount that a series of future payments is worth now.

Type is a logical value: payment at the beginning of the period = 1; payment at the end of the period = 0 or omitted.

Formula result =$59,777.15 OK Cancel

The present value of the cash inflows $59,777.15 is more than what you are asked to pay ($50,000). Therefore, you determine this would not be a good investment.

3. PMT

Calculates the payment for a loan based on constant payments and a constant interest rate.

Syntax

=PMT(rate;nper;pv;fv;type)

For a more complete description of the arguments in PMT, see PV.

Rate is the interest rate for the loan.

Nper is the total number of payments for the loan.

Pv is the present value, or the total amount that a series of future payments is worth now; also known as the principal.

Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (zero), that is, the future value of a loan is 0.

Type is the number 0 (zero) or 1 and indicates when payments are due.

Set type equal to	*If payments are due*
0 or omitted	**At the end of the period**
1	**At the beginning of the period**

Remarks

- **The payment returned by PMT includes principal and interest but no taxes, reserve payments, or fees sometimes associated with loans.**
- **Make sure that you are consistent about the units you use for specifying rate and nper. If you make monthly payments on a four-year loan at an annual interest rate of 12 percent, use 12%/12 for rate and 4*12 for nper. If you make annual payments on the same loan, use 12 percent for rate and 4 for nper.**

Tip To find the total amount paid over the duration of the loan, multiply the returned PMT value by nper.

Examples

The following formula returns the monthly payment on a $10,000 loan at an annual rate of 8 percent that you must pay off in 10 months:

=PMT(8%/12; 10; 10000) equals -$1,037.03

PMT

Rate	8%/12	= 0.006666667
Nper	10	= 10
Pv	10000	= 10000
Fv		=
Type		=

= -1037.032089

Calculates the payment for a loan based on constant payments and a constant interest rate.

Rate is the interest rate per period for the loan.

Formula result =-$1,037.03 OK Cancel

For the same loan, if payments are due at the beginning of the period, the payment is:

=PMT(8%/12; 10; 10000; 0; 1) equals -$1,030.16

PMT

Rate	8%/12	= 0.006666667
Nper	10	= 10
Pv	10000	= 10000
Fv	0	= 0
Type	1	= 1

= -1030.164327

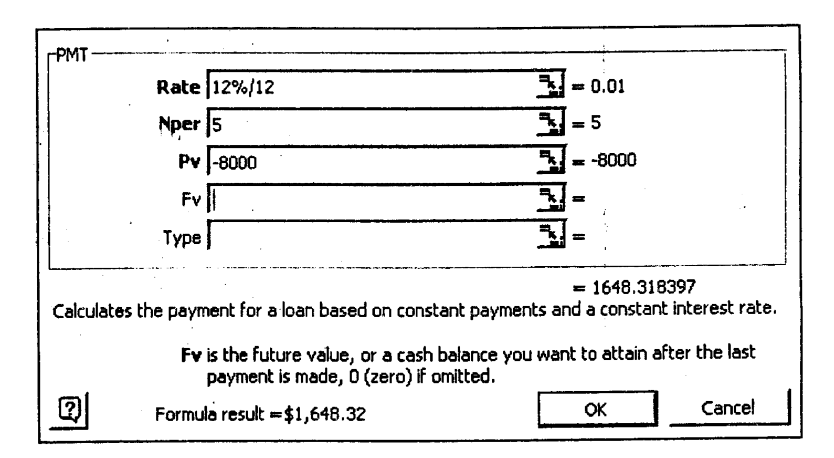
Calculates the payment for a loan based on constant payments and a constant interest rate.

Type is a logical value: payment at the beginning of the period = 1; payment at the end of the period = 0 or omitted.

Formula result =-$1,030.16 OK Cancel

The following formula returns the amount someone must pay to you (cash inflow)each month if you loan that person $8000 at 12 percent and want to be paid back in five months:

=PMT(12%/12; 5; -8000) equals $1,648.32



You can use PMT to determine payments to annuities other than loans. For example, if you want to save $50,000 in 18 years by saving a constant amount each month, you can use PMT to determine how much you must save. If you assume you'll be able to earn 6 percent interest on your savings, you can use PMT to determine how much to save each month.

=PMT(6%/12; 18*12; 0; 50000) equals -$129.08

PMT

Rate	6%/12	= 0.005
Nper	18*12	= 216
Pv	0	= 0
Fv	50000	= 50000
Type		=

= -129.0811609

Calculates the payment for a loan based on constant payments and a constant interest rate.

Fv is the future value, or a cash balance you want to attain after the last payment is made, 0 (zero) if omitted.

Formula result =-$129.08 OK Cancel

If you pay $129.08 into a 6 percent savings account every month for 18 years, you will have $50,000.

4. NPV

Calculates the net present value of an investment by using a discount rate and a series of future payments (negative values) and income (positive values).

Syntax

=NPV(rate;value1;value2; ...)

Rate is the rate of discount over the length of one period.

Value1, value2, ... are 1 to 29 arguments representing the payments and income.

- **Value1, value2, ... must be equally spaced in time and occur at the end of each period.**

- **NPV uses the order of value1, value2, ... to interpret the order of cash flows. Be sure to enter your payment and income values in the correct sequence.**

- **Arguments that are numbers, empty cells, logical values, or text representations of numbers are counted; arguments that are error values or text that cannot be translated into numbers are ignored.**

- **If an argument is an array or reference, only numbers in that array or reference are counted. Empty cells, logical values, text, or error values in the array or reference are ignored.**

Remarks

- **The NPV investment begins one period before the date of the value1 cash flow and ends with the last cash flow in the list. The NPV calculation is based on future cash flows. If your first cash flow occurs at the beginning of the first period, the first value must be added to the NPV result, not included in the values arguments. For more information, see the examples below.**

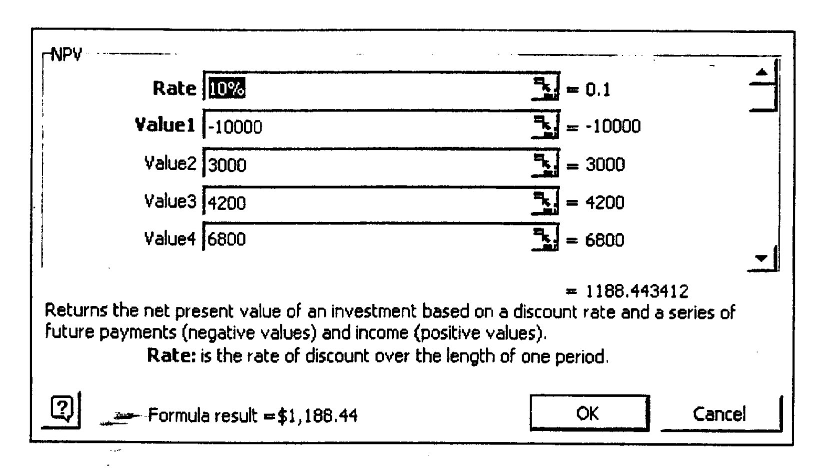
- **NPV is similar to the PV function (present value). The primary difference between PV and NPV is that PV allows cash flows to begin either at the end or at the beginning of the period. Unlike the variable NPV cash flow values, PV cash flows must be constant throughout the investment. For information about annuities and financial functions, see PV.**

Examples

Suppose you're considering an investment in which you pay $10,000 one year from today and receive an annual

income of $3,000, $4,200, and $6,800 in the three years that follow. Assuming an annual discount rate of 10 percent, the net present value of this investment is:

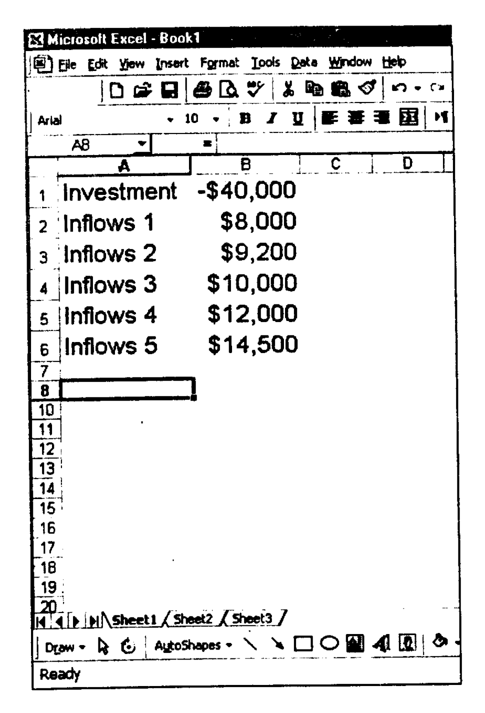
=NPV(10%; -10000; 3000; 4200; 6800) equals $1,188.44



In the preceding example, you include the initial $10,000 cost as one of the values, because the payment occurs at the end of the first period.

Consider an investment that starts at the beginning of the first period. Suppose you're interested in buying a shoe store. The cost of the business is $40,000, and you expect to receive the following income for the first five years of operation: $8,000, $9,200, $10,000, $12,000, and $14,500. The annual discount rate is 8 percent. This might represent the rate of inflation or the interest rate of a competing investment.

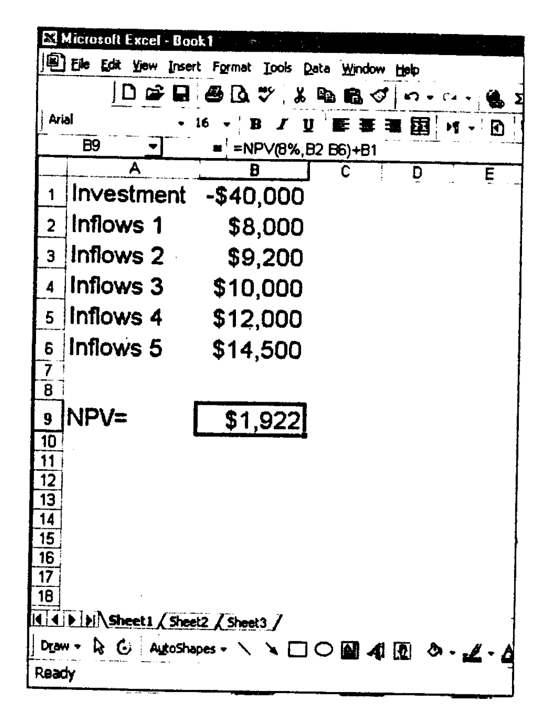
If the cost and income figures from the shoe store are entered in B1 through B6 respectively as follow:



	A	B
1	Investment	-$40,000
2	Inflows 1	$8,000
3	Inflows 2	$9,200
4	Inflows 3	$10,000
5	Inflows 4	$12,000
6	Inflows 5	$14,500

then net present value of the shoe store investment is given by:

NPV(8%; B2:B6)+B1 equals $1,922.06

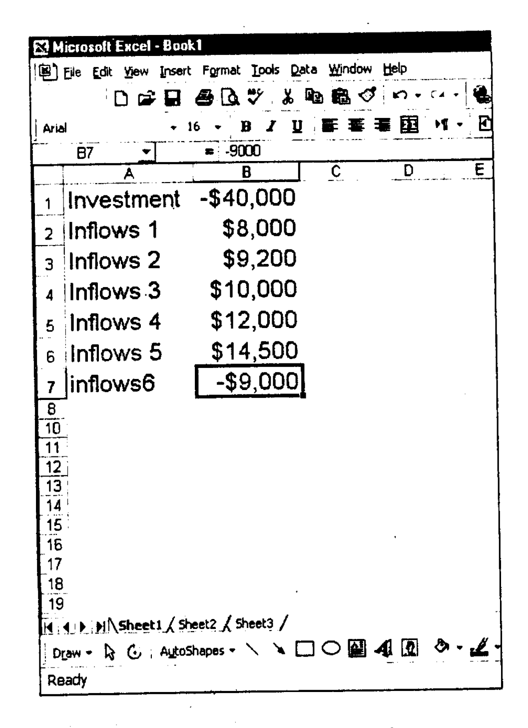


In the preceding example, you don't include the initial $40,000 cost as one of the values, because the payment occurs at the **beginning** of the first period.

Suppose your shoe store's roof collapses during the sixth year and you assume a loss of $9000 for that year. The net present value of the shoe store investment after six years is given by:

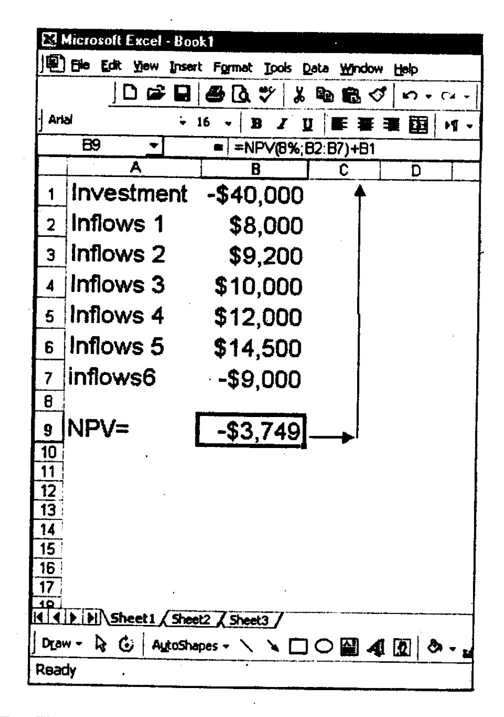
=NPV(8%; B2:B6; -9000)+B1 equals -$3,749.47

You can also arrange your data section as follows:



	A	B
1	Investment	-$40,000
2	Inflows 1	$8,000
3	Inflows 2	$9,200
4	Inflows 3	$10,000
5	Inflows 4	$12,000
6	Inflows 5	$14,500
7	inflows6	-$9,000

Then you can use this formula:



	A	B
1	Investment	-$40,000
2	Inflows 1	$8,000
3	Inflows 2	$9,200
4	Inflows 3	$10,000
5	Inflows 4	$12,000
6	Inflows 5	$14,500
7	inflows6	-$9,000
8		
9	NPV=	-$3,749

5. IRR

Returns the internal rate of return for a series of cash flows represented by the numbers in values. These cash flows do not have to be even, as they would be for an annuity. However, the cash flows must occur at regular intervals, such as monthly or annually. The internal rate of return is the interest rate received for an investment consisting of payments (negative values) and income (positive values) that occur at regular periods.

Syntax

=IRR(values;guess)

Values is an array or a reference to cells that contain numbers for which you want to calculate the internal rate of return.

- **Values must contain at least one positive value and one negative value to calculate the internal rate of return.**
- **IRR uses the order of values to interpret the order of cash flows. Be sure to enter your payment and income values in the sequence you want.**
- **If an array or reference argument contains text, logical values, or empty cells, those values are ignored.**

Guess is a number that you guess is close to the result of IRR.

- **Microsoft Excel uses an iterative technique for calculating IRR. Starting with guess, IRR cycles through the calculation until the result is accurate within 0.00001 percent. If IRR can't find a result that works after 20 tries, the #NUM! error value is returned.**
- **In most cases you do not need to provide guess for the IRR calculation. If guess is omitted, it is assumed to be 0.1 (10 percent).**
- **If IRR gives the #NUM! error value, or if the result is not close to what you expected, try again with a different value for guess.**

Remarks

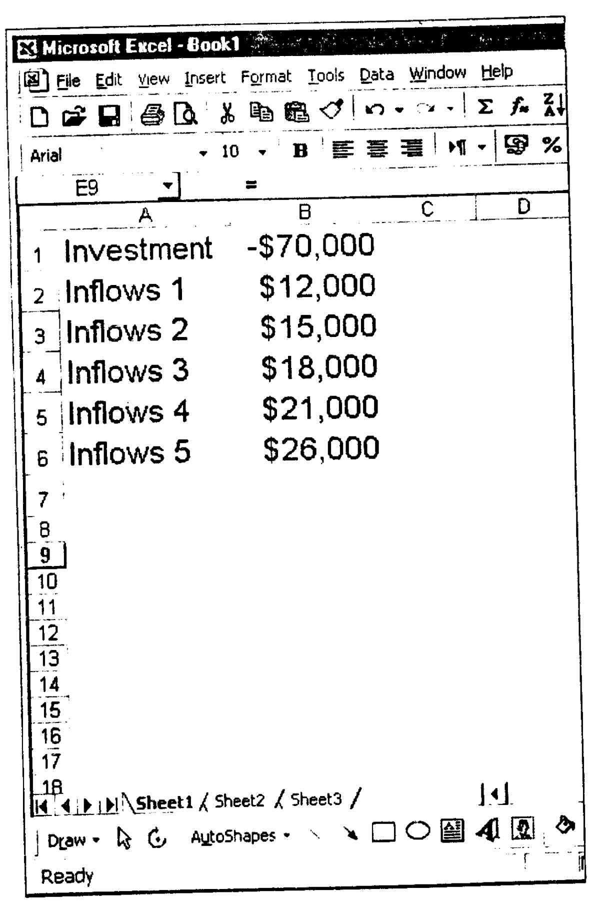
IRR is closely related to NPV, the net present value function. The rate of return calculated by IRR is the interest rate corresponding to a 0 (zero) net present value.

The following formula demonstrates how NPV and IRR are related:

NPV(IRR(B1:B6);B1:B6) equals 3.60E-08 [Within the accuracy of the IRR calculation, the value 3.60E-08 is effectively 0 (zero).]

Examples

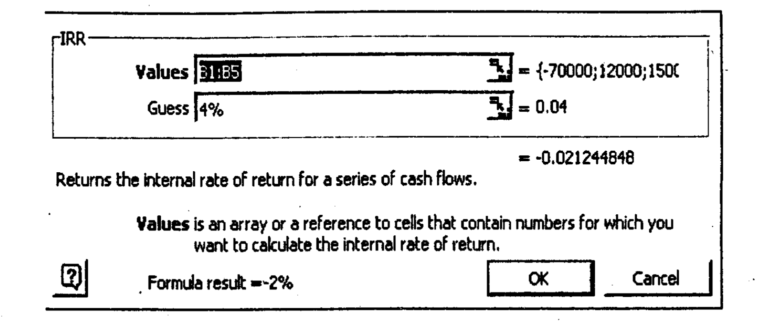
Suppose you want to start a restaurant business. You estimate it will cost $70,000 to start the business and expect to hold the following income in the first five years: $12,000, $15,000, $18,000, $21,000, and $26,000. B1:B6 contain the following values: $-70,000, $12,000, $15,000, $18,000, $21,000 and $26,000, respectively, as follow:



	A	B
1	Investment	-$70,000
2	Inflows 1	$12,000
3	Inflows 2	$15,000
4	Inflows 3	$18,000
5	Inflows 4	$21,000
6	Inflows 5	$26,000

To calculate the investment's internal rate of return after four years:

=IRR(B1:B5;4%) equals –2% percent



To calculate the internal rate of return after five years:

=IRR(B1:B6;4%) equals 9%(8.66%) .

IRR

Values B1:B6 = {-70000;12000;150(

Guess 4% = 0.04

= 0.086630948

Returns the internal rate of return for a series of cash flows.

Values is an array or a reference to cells that contain numbers for which you want to calculate the internal rate of return.

Formula result =9%

OK Cancel

6. RATE

Returns the interest rate per period of an annuity. RATE is calculated by iteration and can have zero or more solutions. If the successive results of RATE do not converge to within 0.0000001 after 20 iterations, RATE returns the #NUM! error value.

Syntax

=RATE(nper;pmt;pv;fv;type;guess)

For a complete description of the arguments nper, pmt, pv, fv, and type, see PV(we have discussed it before :item 7).

Nper is the total number of payment periods in an annuity.

Pmt is the payment made each period and cannot change over the life of the annuity. Typically, pmt includes principal and interest but no other fees or taxes. If pmt is omitted, you must include the fv argument.

Pv is the present value — the total amount that a series of future payments is worth now.

Fv is the future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (the future value of a loan, for example, is 0).

Type is the number 0 or 1 and indicates when payments are due.

Set type equal to	If payments are due
0 or omitted	**At the end of the period**
1	**At the beginning of the period**

Guess is your guess for what the rate will be.

- **If you omit guess, it is assumed to be 10 percent.**

- **If RATE does not converge, try different values for guess. RATE usually converges if guess is between 0 and 1.**

Remark

Make sure that you are consistent about the units you use for specifying guess and nper. If you make monthly payments on a four-year loan at 12 percent annual interest, use 12%/12 for guess and 4*12 for nper. If you make annual payments on the same loan, use 12% for guess and 4 for nper.

Example

To calculate the rate of a four-year $8,000 loan with yearly payments of $2400:

=RATE(4; -2400; 8000

Quiz:

Select the best answer from the list of choices(Use this table to arrange your answer):

No.	Choice	answer
1	B (for example)	=DDB(60000;6000;5;2;2)
2		

Suppose you've bought a truck(at1/1/1998) for $60,000 that has a useful life of 5 years and a salvage value of $6,000.

1. ***The function that calculates the depreciation expense for the first two months by using double-declining balance is:***
   - a. =ddb(60000;6000;5;2;2)
   - b. =DDB(60000;6000;5;2;2)
   - c. =VDB(60000;6000;60;2).
   - d. =VDB(60000;6000;60;0:2)
   - e. =vdb(60000;6000;60;0;2;2)
   - f. (Other answer) ------------------------(list)
2. ***The function that calculates the depreciation expense for the last day (in year 2000) by using straight line method is:***
   - a. =sln(60000;6000;5;0;1)
   - b. =SLN(60000;6000;5;0;1)
   - c. =VDB(60000;6000;1800;364:365)
   - d. =VDB(60000;6000;60;0:1)
   - e. =SLN(60000;6000;1800)
   - f. (Other answer) ------------------------(list)
3. ***The function that calculates the depreciation expense for the last day (in year 2000) by using sum-of-years' digits is:***
   - a. =syd(60000;6000;1800;495)
   - b. =SYD(60000;6000;1800;494;495)
   - c. =VDB(60000;6000;1800;494;495)
   - d. =VDB(60000;6000;12;2:3)
   - e. =SYD(60000;6000;5;3)
   - f. (Other answer) ------------------------(list)

4. Suppose you want to save money for a special project occurring 2years from now. You deposit $6,000 into a savings account that earns 12 percent annual interest compounded. You plan to deposit $1000 at the beginning of every month for the next 24 months. The function that computes how much money will be in the account at the end of 2 years is:

a. =pv(1%;2;-1000;6000;1)
b. =fv(1%;2;-1000;6000;1)
c. =pv(1%;2;-1000;6000;1)
d. =fv(12%/12;24;-1000-6000)
e. =fv(12%/12;24;-1000;-6000;1)
f. (Other answer) --------(list)

5. Considering an investment in which you pay $10,000 today and receive an annual income of $3,000, $4,000, and $6,000 in the three years that follow and there will be a loss $2000 at the next year. Assuming an annual discount rate of 10 percent, the function that computes the net present value of this investment is :

a. =pv(10000;-3000;-4000;-6000;2000)
b. =npv(10000;-3000;-4000;-6000;2000)
c. =npv(-10000;3000;4000;6000;-2000)
d. =npv(3000;4000;6000;-2000) + (-10000)
e. =npv(3000;4000;6000;-2000) + (10000)
f. Other answer) ----------------------(list)



Chapter 5

General Accounting Applications

By Using

The Tools

Of

Excel 2000

1.FILE NAME: ex1

Depreciation Tables by using:

SLN, DDB, & SYD Methods

(9 PAGES):

3 PAGES FOR SLN

3 PAGES FOR SYD

3 PAGES FOR DDB

Part 1 – SLN

1.Design your worksheet like that:

	A	B	C	D	E	F
1	FILE NAME: ex1-sln					
2	Object:	Depreciation Table				
3						
4		Input Section:				
5						
6	Cost of a fixed asset=			22,000		
7	Salvage Value =			2,000		
8	Estimated Life=			5	years	
9						
10		Required:				
11						
12	Prepare a depreciation table by using straight Line Method					
13						
14						
15		Output Section				
16						
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.	
18	1					
19	2					
20	3					
21	4					
22	5					

Part 1 – SLN

2. Your worksheet after solution

	A	B	C	D	E	F
1	FILE NAME: ex1-sln					
2	Object:	Depreciation Table				
3						
4		Input Section:				
5						
6	Cost of a fixed asset=			22,000		
7	Salvage Value =			2,000		
8	Estimated Life=			5	years	
9						
10		Required:				
11						
12	Prepare a depreciation table by using straight Line Method					
13						
14						
15		Output Section				
16						
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.	
18	1	22,000	4,000	4,000	18,000	
19	2	22,000	4,000	8,000	14,000	
20	3	22,000	4,000	12,000	10,000	
21	4	22,000	4,000	16,000	6,000	
22	5	22,000	4,000	20,000	2,000	

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Ready

Part 1 – SLN

3.Your worksheet after solution

(But with displaying formulas and functions)

	A	B	C	D	E
1	FILE NAM				
2	Object:	Depreciation Table			
3					
4		Input Section:			
5					
6	Cost of a fixed asset=			22000	
7	Salvage Value =			2000	
8	Estimated Life=			5	years
9					
10		Required:			
11					
12	Prepare a				
13					
14					
15		Output Section			
16					
17	**Year**	**Cost**	**Dep Expense**	**Accumulated depreciation**	**Ending Bal.**
18	1	=$D$6 ↓	=SLN($D$6;$D$7;$D$8) ↓	=C18	=B18-D18 ↓
19	2			=D18+C19	
20	3	by copy and paste	by copy and paste	=D19+C20	by copy and paste
21	4			=D20+C21	
22	5			=D21+C22	

Part 2 – SYD

1.Design your worksheet like that:

	A	B	C	D	E	F
1	FILE NAME: ex1-syd					
2	Object:	Depreciation Table				
3						
4		Input Section:				
5						
6	Cost of a fixed asset=			22,000.000		
7	Salvage Value =			2,000.000		
8	Estimated Life=				5 years	
9						
10		Required:				
11						
12	Prepare a depreciation table by using sum of years digit(SYD) Method					
13						
14						
15		Output Section				
16						
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.	
18	1					
19	2					
20	3					
21	4					
22	5					

Part 2 – SYD

2. Your worksheet after solution:

	A	B	C	D	E	F
1	FILE NAME: ex1-syd					
2	Object:	Depreciation Table				
3						
4		Input Section:				
5						
6	Cost of a fixed asset=			22,000.000		
7	Salvage Value =			2,000.000		
8	Estimated Life=				5 years	
9						
10		Required:				
11						
12	Prepare a depreciation table by using sum of years digit(SYD) Method					
13						
14						
15		Output Section				
16						
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.	
18	1	22,000	6,667	6,667	15,333	
19	2	22,000	5,333	12,000	10,000	
20	3	22,000	4,000	16,000	6,000	
21	4	22,000	2,667	18,667	3,333	
22	5	22,000	1,333	20,000	2,000	

Part 2 – **SYD**

3-Your worksheet after solution

(But with displaying formulas and functions)

	A	B	C	D	E
1	FILE NAME: ex				
2	Object:	Depreciation			
3					
4		Input Section:			
5					
6	Cost of a fixed asset=			22000	
7	Salvage Value =			2000	
8	Estimated Life=			5	years
9					
10		Required:			
11					
12	Prepare a dep				
13					
14					
15		Output Section			
16					
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.
18	1	=$D$6	=SYD($D$6;$D$7;$D$8;A18)	=C18	=B18-D18
19	2	↓	↓	=D18+C19	↓
20	3			↓	
21	4	by: copy & paste	by: copy & paste	by: copy & paste	by: copy & paste
22	5				

Part 3 – DDB

1.Design your worksheet like that:

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U % , 100%

B18

	A	B	C	D	E	F	G	H
1	FILE NAME: ex1-ddb							
2	Object:	Depreciation Table						
3								
4		Input Section:						
5								
6	Cost of a fixed asset=			22,000				
7	Salvage Value =			2,000				
8	Estimated Life=			10 years				
9								
10		Required:						
11								
12	Prepare a depreciation table (only for the first 4 years)by using DDB Method							
13								
14								
15		Output Section						
16								
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.			
18	1							
19	2							
20	3							
21	4							
22	5							

Part 3 – DDB

2. Your worksheet after solution:

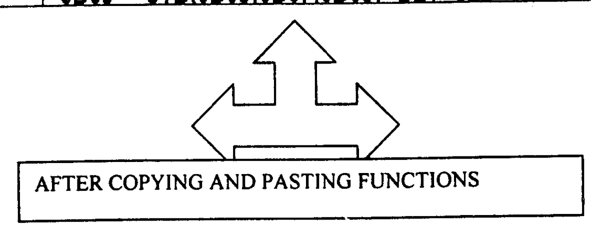
	A	B	C	D	E	F
1	FILE NAME: ex1-ddb					
2	Object:	Depreciation Table				
3						
4		Input Section:				
5						
6	Cost of a fixed asset=			22,000		
7	Salvage Value =			2,000		
8	Estimated Life=			10	years	
9						
10		Required:				
11						
12	Prepare a depreciation table (only for the first 4 years)by using DDB Method					
13						
14						
15		Output Section				
16						
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.	
18	1	22,000	4,400	4,400	17,600	
19	2	22,000	3,273	7,673	14,327	
20	3	22,000	2,909	10,582	11,418	
21	4	22,000	2,545	13,127	8,873	
22	5	22,000	2,182	15,309	6,691	

Part 3 – DDB

3.Your worksheet after solution

(But with displaying formulas and functions)

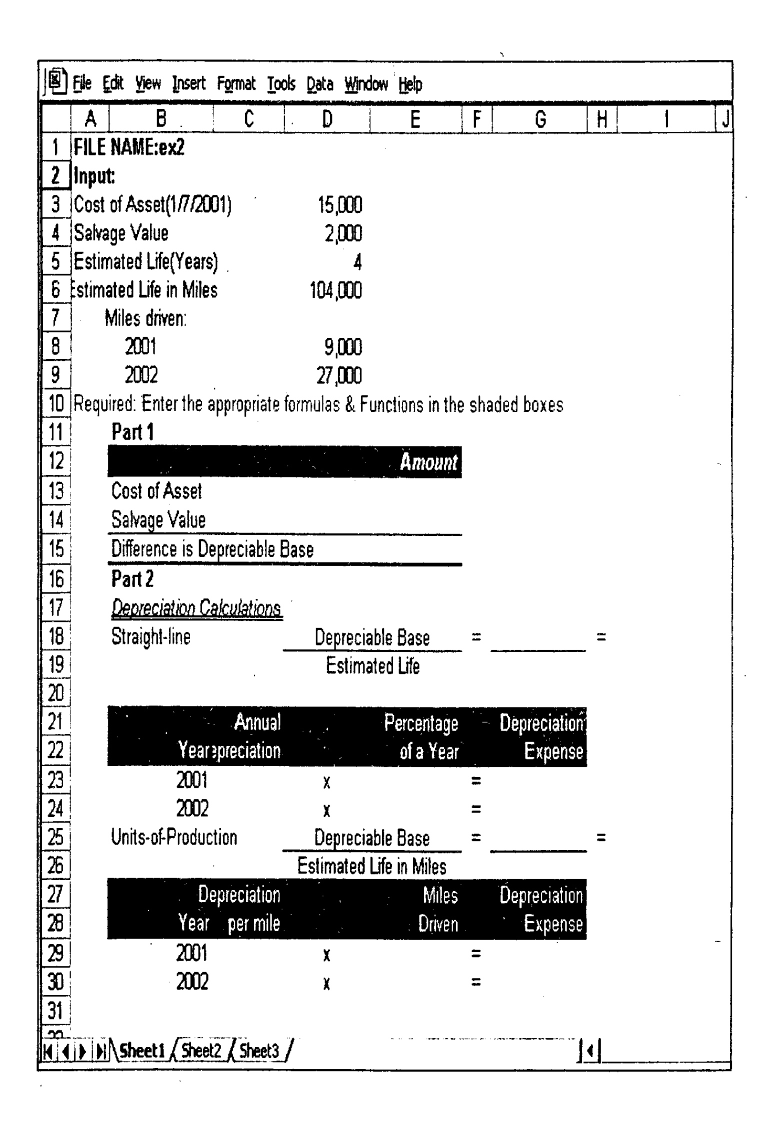
	A	B	C	D	E
15		Output Section			
16					
17	Year	Cost	Dep Expense	Accumulated depreciation	Ending Bal.
18	1	=$D$6	=DDB($D$6;$D$7;$D$8	=C18	=B18-D18
19	2	=$D$6	=SYD($D$6;$D$7;$D$8;	=D18+C19	=B19-D19
20	3	=$D$6	=SYD($D$6;$D$7;$D$8;	=D19+C20	=B20-D20
21	4	=$D$6	=SYD($D$6;$D$7;$D$8;	=D20+C21	=B21-D21
22	5	=$D$6	=SYD($D$6;$D$7;$D$8;	=D21+C22	=B22-D22



2.FILE NAME: ex2

Depreciation Calculations by using:

SLN & Units-of-Production Methods



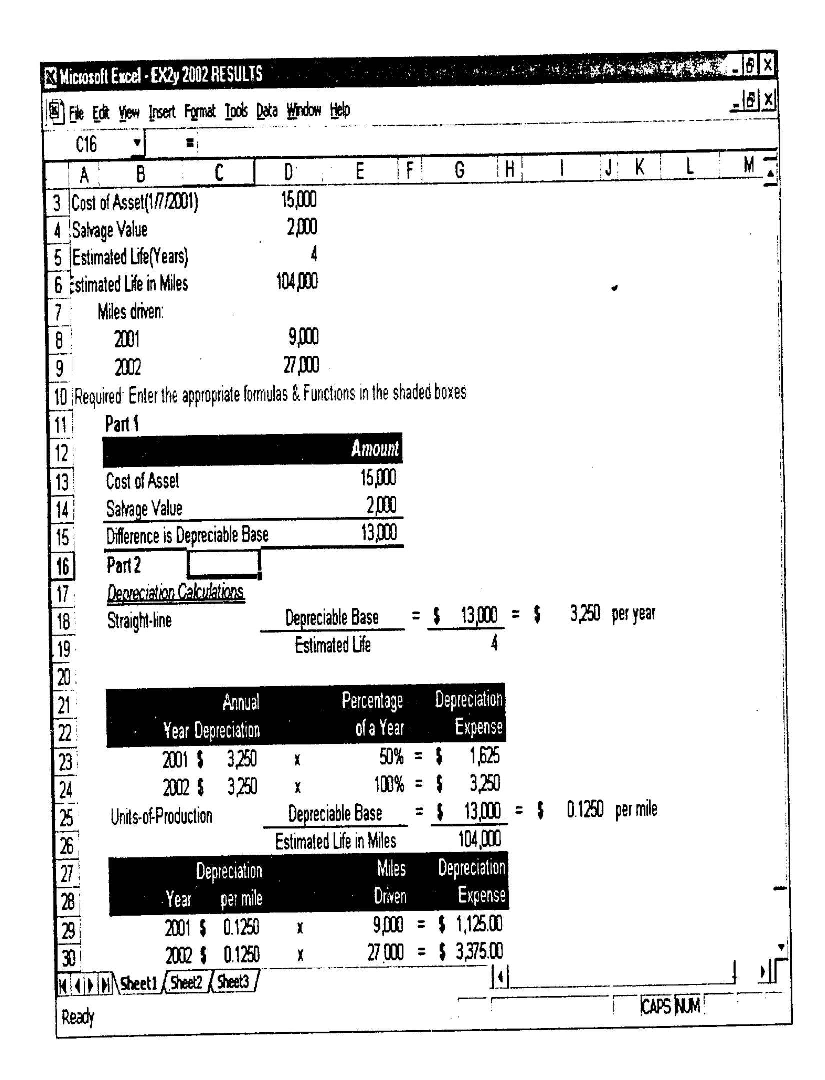
File Edit View Insert Format Tools Data Window Help

	A	B	C	D	E	F	G	H
1	FILE NAME:ex2							
2	Input:							
3	Cost of Asset(1/7/2001)			15,000				
4	Salvage Value			2,000				
5	Estimated Life(Years)			4				
6	Estimated Life in Miles			104,000				
7	Miles driven:							
8	2001			9,000				
9	2002			27,000				
10	Required: Enter the appropriate formulas & Functions in the shaded boxes							
11		Part 1						
12					Amount			
13		Cost of Asset						
14		Salvage Value						
15		Difference is Depreciable Base						
16		Part 2						
17		Depreciation Calculations						
18		Straight-line		Depreciable Base		=		=
19				Estimated Life				
20								
21			Annual		Percentage		Depreciation	
22		Year	Depreciation		of a Year		Expense	
23		2001		x		=		
24		2002		x		=		
25		Units-of-Production		Depreciable Base		=		=
26				Estimated Life in Miles				
27			Depreciation		Miles		Depreciation	
28		Year	per mile		Driven		Expense	
29		2001		x		=		
30		2002		x		=		
31								

Sheet1 / Sheet2 / Sheet3

Hint

This Problem needs to use formulas.
No need to use functions.
That is because the imposed given design.



Microsoft Excel - EX2y 2002 RESULTS

File Edit View Insert Format Tools Data Window Help

C16 =

Row	A–C	D	E	F	G	H	I	J–L
3	Cost of Asset(1/7/2001)	15,000						
4	Salvage Value	2,000						
5	Estimated Life(Years)	4						
6	Estimated Life in Miles	104,000						
7	Miles driven:							
8	2001	9,000						
9	2002	27,000						

10 Required: Enter the appropriate formulas & Functions in the shaded boxes

11 Part 1

	Amount
Cost of Asset	15,000
Salvage Value	2,000
Difference is Depreciable Base	13,000

16 Part 2

17 *Depreciation Calculations*

18 Straight-line: Depreciable Base / Estimated Life = $ 13,000 / 4 = $ 3,250 per year

Year	Annual Depreciation		Percentage of a Year		Depreciation Expense
2001	$ 3,250	x	50%	=	$ 1,625
2002	$ 3,250	x	100%	=	$ 3,250

25 Units-of-Production: Depreciable Base / Estimated Life in Miles = $ 13,000 / 104,000 = $ 0.1250 per mile

Year	Depreciation per mile		Miles Driven		Depreciation Expense
2001	$ 0.1250	x	9,000	=	$ 1,125.00
2002	$ 0.1250	x	27,000	=	$ 3,375.00

Sheet1 / Sheet2 / Sheet3

Ready CAPS NUM

The Formula or Functions

Cells	Functions or formulas
E13	=D3
E14	=D4
E15	=E13-E14
G18	=E15
I18	=G18/G19
C23	I18
C24	I18
G23	=C23*E23
G24	=C24*E24
G25	=E15
I25	=G25/G26
C29	=I25
G29	=C29*E29
C30	=I25
G30	=C30*E30

3.FILE NAME : ex3

T- Accounts

	A B C D E F G H I J K L M N O P	Q
1	FILE NAME:ex3	
2	*By Using the amounts in cells Q3 to Q6, complete the T-accounts below*	
3	(a) The opening balance in the Allowance for Bad Debts account:	-900,000
4	(b) The amount of accounts written off during the year	920,000
5	(c) The amount collected from the account previously written off	50,000
6	(d) The desired ending balance of the Allowance for Bad Debts account	920,000
7		

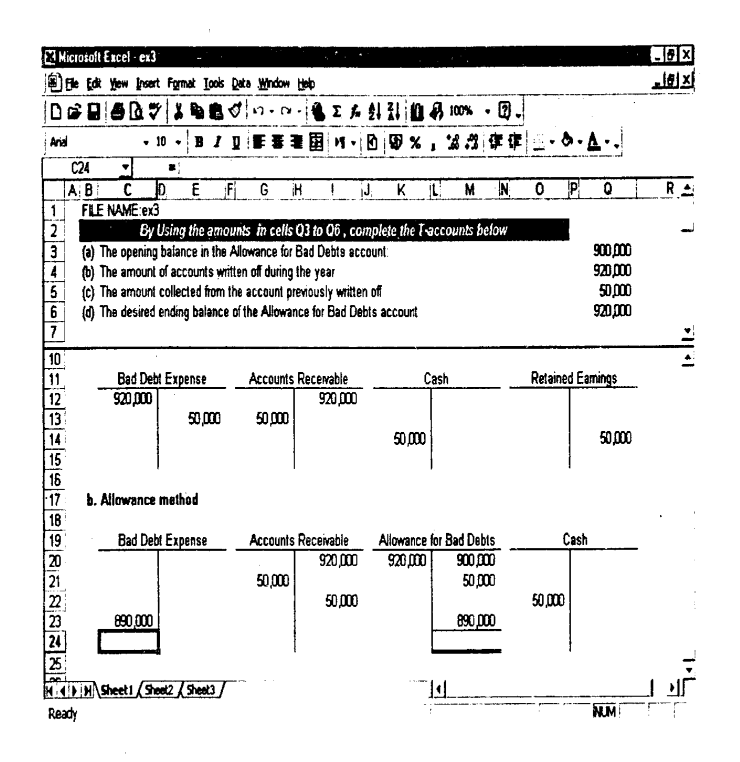
a. Direct write-off method

Bad Debt Expense	Accounts Receivable	Cash	Retained Earnings

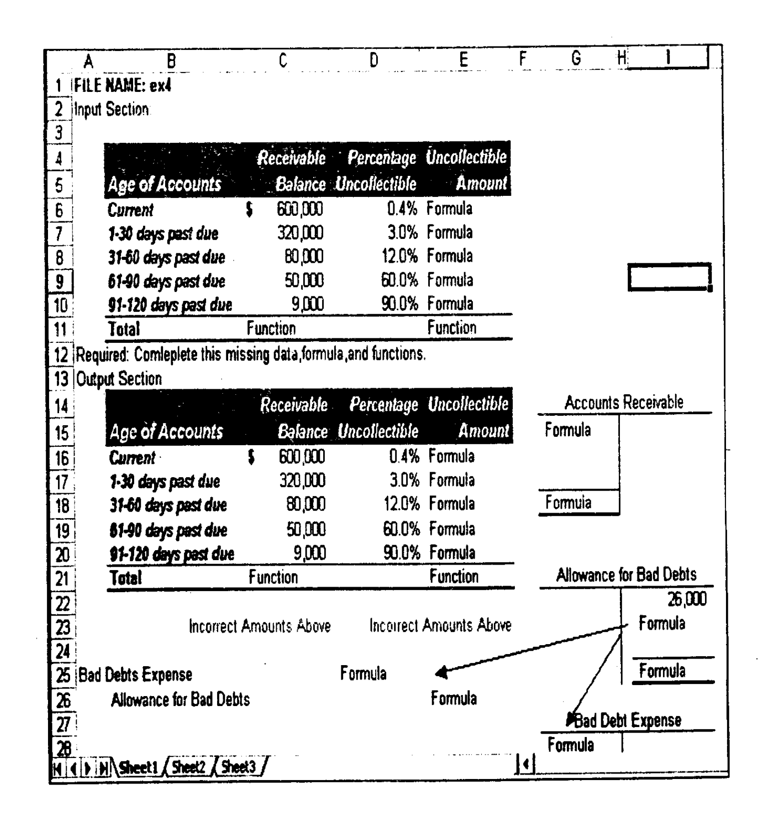
b. Allowance method

Bad Debt Expense	Accounts Receivable	Allowance for Bad Debts	Cash

Sheet1 / Sheet2 / Sheet3


Microsoft Excel - ex3
FILE NAME:ex3
By Using the amounts in cells Q3 to Q6, complete the T-accounts below
(a) The opening balance in the Allowance for Bad Debts account 900,000
(b) The amount of accounts written off during the year 920,000
(c) The amount collected from the account previously written off 50,000
(d) The desired ending balance of the Allowance for Bad Debts account 920,000
Bad Debt Expense
920,000
50,000
Accounts Receivable
920,000
50,000
Cash
50,000
Retained Earnings
50,000
b. Allowance method
Bad Debt Expense
890,000
Accounts Receivable
920,000
50,000
50,000
Allowance for Bad Debts
920,000
900,000
50,000
890,000
Cash
50,000
Sheet1
Sheet2
Sheet3
Ready
NUM

4.FILE NAME : ex4
Age of Accounts Sheet
& T- Accounts



FILE NAME: ex4

Input Section

Age of Accounts	Receivable Balance	Percentage Uncollectible	Uncollectible Amount
Current	$ 600,000	0.4%	Formula
1-30 days past due	320,000	3.0%	Formula
31-60 days past due	80,000	12.0%	Formula
61-90 days past due	50,000	60.0%	Formula
91-120 days past due	9,000	90.0%	Formula
Total	Function		Function

Required: Comleplete this missing data,formula,and functions.

Output Section

Age of Accounts	Receivable Balance	Percentage Uncollectible	Uncollectible Amount
Current	$ 600,000	0.4%	Formula
1-30 days past due	320,000	3.0%	Formula
31-60 days past due	80,000	12.0%	Formula
61-90 days past due	50,000	60.0%	Formula
91-120 days past due	9,000	90.0%	Formula
Total	Function		Function

Incorrect Amounts Above   Incorrect Amounts Above

Bad Debts Expense	Formula	
Allowance for Bad Debts		Formula

Accounts Receivable

Debit	Credit
Formula	
Formula	

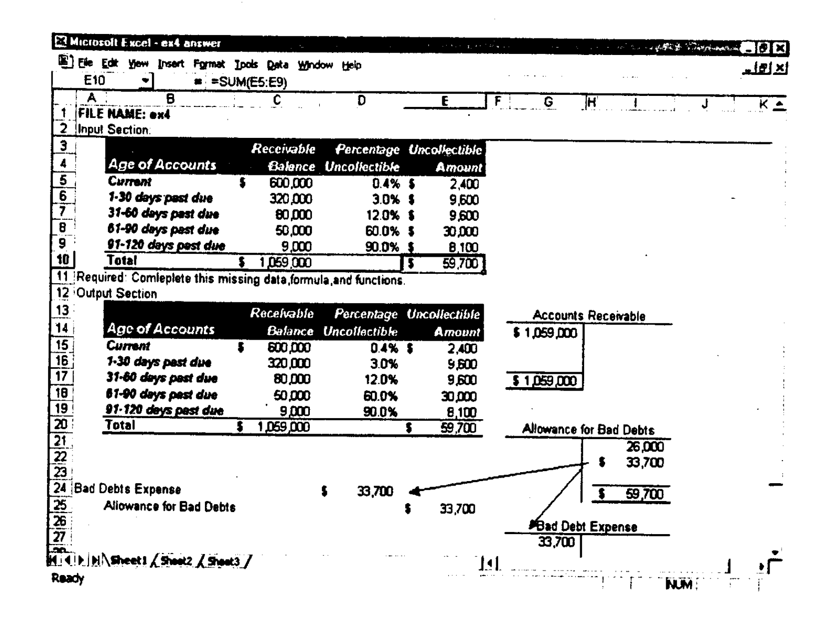
Allowance for Bad Debts

Debit	Credit
	26,000
	Formula
	Formula

Bad Debt Expense

Debit	Credit
Formula	

Sheet1 / Sheet2 / Sheet3



Microsoft Excel - ex4 answer

File Edit View Insert Format Tools Data Window Help

E10 = =SUM(E5:E9)

FILE NAME: ex4

Input Section.

Age of Accounts		Receivable Balance	Percentage Uncollectible		Uncollectible Amount
Current	$	600,000	0.4%	$	2,400
1-30 days past due		320,000	3.0%	$	9,600
31-60 days past due		80,000	12.0%	$	9,600
61-90 days past due		50,000	60.0%	$	30,000
91-120 days past due		9,000	90.0%	$	8,100
Total	$	1,059,000		$	59,700

Required: Comleplete this missing data,formula,and functions.

Output Section

Age of Accounts		Receivable Balance	Percentage Uncollectible		Uncollectible Amount
Current	$	600,000	0.4%	$	2,400
1-30 days past due		320,000	3.0%		9,600
31-60 days past due		80,000	12.0%		9,600
61-90 days past due		50,000	60.0%		30,000
91-120 days past due		9,000	90.0%		8,100
Total	$	1,059,000		$	59,700

Bad Debts Expense	$	33,700		
Allowance for Bad Debts			$	33,700

Accounts Receivable

Debit	Credit
$ 1,059,000	
$ 1,059,000	

Allowance for Bad Debts

Debit	Credit
	26,000
	$ 33,700
	$ 59,700

Bad Debt Expense

Debit	Credit
33,700	

Sheet1 / Sheet2 / Sheet3

Ready NUM

5.FILE NAME: ex5

Loan Amortization Schedule

By using:

PMT & ROUND functions

FILE NAME: EX5

This model demonstrates:

1. A Data Section where changeable data are entered. A Data Section is an effective way of grouping all changeable data in one place.

2. A simple Data Section with a lengthy solution.

3. Use of =PMT and =ROUND functions.

How to use this model:

1. Enter loan principal, interest rate, and number of monthly payments in cells E6, E7, and E8, respectively.

2. Change the data input as desired. You will need to lengthen the Amortization Schedule if the number of monthly payments exceeds 48. Do this by copying the formulas in columns B, C, D, E, and F to the extended range using the Fill Handle. Delete rows in the Answer Section if the number of monthly payments is less than 48.

The basic design features of this model include:

1. Number formats utilized—Currency (2 decimals)
   —Number (2 decimals)
   —General
   —Percent (1 decimal)

2. The single and double underlines were created with the Border button.

3. Column widths —Column A: 5
   —Columns B through F: 12

4. Unprotected cells—E6 to E8

The key formulas used in this model include (cell reference to left of colon; formula to right of colon):

E12: =ROUND(PMT(E7/12,E8,-E6),2)	
F16: =E6	
C17: =E$12	Copy to C18:C64
D17: =ROUND(F16*E$7/12,2)	Copy to D18:D64
E17: =C17-D17	Copy to E18:E64
F17: =F16-E17	Copy to E18:E64

File name: ex5

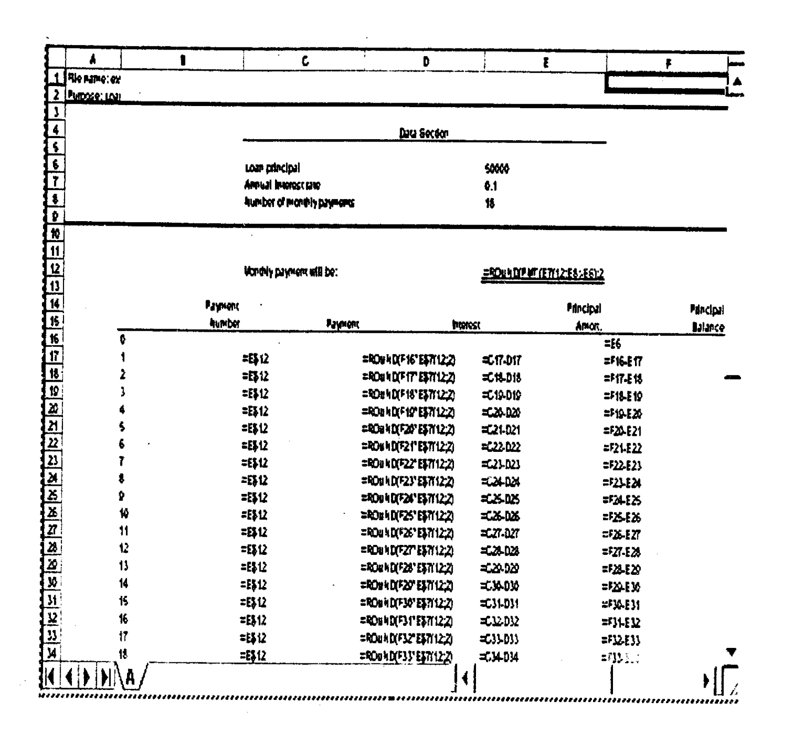
Purpose: Loan amortization schedule

Data Section

Loan principal	$50,000.00
Annual interest rate	10.0%
Number of monthly payment	18

Monthly payment will be: $3,002.85

Payment Number	Payment	Interest	Principal Amort.	Principal Balance
0				50,000
1	3,002.85	416.67	2,586	47,414
2	3,002.85	395.12	2,608	44,806
3	3,002.85	373.38	2,629	42,177
4	3,002.85	351.47	2,651	39,525
5	3,002.85	329.38	2,673	36,852
6	3,002.85	307.10	2,696	34,156
7	3,002.85	284.63	2,718	31,438
8	3,002.85	261.98	2,741	28,697
9	3,002.85	239.14	2,764	25,933
10	3,002.85	216.11	2,787	23,146
11	3,002.85	192.89	2,810	20,337
12	3,002.85	169.47	2,833	17,503
13	3,002.85	145.86	2,857	14,646
14	3,002.85	122.05	2,881	11,765
15	3,002.85	98.04	2,905	8,861
16	3,002.85	73.84	2,929	5,932
17	3,002.85	49.43	2,953	2,978
18	3,002.85	24.82	2,978	0



	A	B	C	D	E	F
1	File name: ex					
2	Purpose: Loan					

Data Section

Loan principal	50000
Annual interest rate	0.1
Number of monthly payments	18

Monthly payment will be: =ROUND(PMT(E7/12;E8;-E6);2)

Payment Number	Payment	Interest	Principal Amort.	Principal Balance
0				=E6
1	=E$12	=ROUND(F16*E$7/12;2)	=C17-D17	=F16-E17
2	=E$12	=ROUND(F17*E$7/12;2)	=C18-D18	=F17-E18
3	=E$12	=ROUND(F18*E$7/12;2)	=C19-D19	=F18-E19
4	=E$12	=ROUND(F19*E$7/12;2)	=C20-D20	=F19-E20
5	=E$12	=ROUND(F20*E$7/12;2)	=C21-D21	=F20-E21
6	=E$12	=ROUND(F21*E$7/12;2)	=C22-D22	=F21-E22
7	=E$12	=ROUND(F22*E$7/12;2)	=C23-D23	=F22-E23
8	=E$12	=ROUND(F23*E$7/12;2)	=C24-D24	=F23-E24
9	=E$12	=ROUND(F24*E$7/12;2)	=C25-D25	=F24-E25
10	=E$12	=ROUND(F25*E$7/12;2)	=C26-D26	=F25-E26
11	=E$12	=ROUND(F26*E$7/12;2)	=C27-D27	=F26-E27
12	=E$12	=ROUND(F27*E$7/12;2)	=C28-D28	=F27-E28
13	=E$12	=ROUND(F28*E$7/12;2)	=C29-D29	=F28-E29
14	=E$12	=ROUND(F29*E$7/12;2)	=C30-D30	=F29-E30
15	=E$12	=ROUND(F30*E$7/12;2)	=C31-D31	=F30-E31
16	=E$12	=ROUND(F31*E$7/12;2)	=C32-D32	=F31-E32
17	=E$12	=ROUND(F32*E$7/12;2)	=C33-D33	=F32-E33
18	=E$12	=ROUND(F33*E$7/12;2)	=C34-D34	=F33-[illegible]

6. FILE NAME : Ex6 - Budget

Development of a Profit budget

By using

Some formulas

(with using a data section)

1. **You have the following Input Section**

Input section:

Sales Jan.	$50000
Growth rate per month	2%
Selling Expenses	%70
General Expenses per month	$5000

2. You **designed** your worksheet like that:

Microsoft Excel - budget

File Edit View Insert Format Tools Data Window Help

A2 = Purpose: Net income projection for Shrouk Inc. demonstrating the use of a Data Section

	A	B	C	D	E	F	G	H	I
1	File name:budget								
2	Purpose: Net income projection for Shrouk Inc. demonstrating the use of a Data Section								
3									
4		Data Section							
5		January sales estimate				$50,000			
6		Growth rate per month				2%			
7		Selling expense (% of sales)				70%			
8		General expense per month				$5,000			
9									
10									
11				Shrouk Inc.					
12				Net Income Projection					
13									
14		Jan	Feb	Mar	Apr	May	Jun	Total	
15	Sales	$50,000							
16									
17	Selling expenses								
18	General expenses								
19	Total expenses								
20									
21	Net income								

Ready NUM

3. The Solution

	A	B	C	D	E	F	G	H
1	File name:budget							
2	Purpose: Net income projection for Shrouk Inc. demonstrating the use of a Data Section							
3								
4				Data Section				
5		January sales estimate				$50,000		
6		Growth rate per month				2%		
7		Selling expense (% of sales)				70%		
8		General expense per month				$5,000		
9								
10								
11				Shrouk Inc.				
12				Net Income Projection				
13								
14		Jan	Feb	Mar	Apr	May	Jun	Total
15	Sales	$50,000	$51,000	$52,020	$53,060	$54,122	$55,204	$315,406
16								
17	Selling expenses	35,000	35,700	36,414	37,142	37,885	38,643	220,784
18	General expenses	5,000	5,000	5,000	5,000	5,000	5,000	30,000
19	Total expenses	$40,000	$40,700	$41,414	$42,142	$42,885	$43,643	$250,784
20								
21	Net income	$10,000	$10,300	$10,606	$10,918	$11,236	$11,561	$64,622
22								

4. Functions and formulas used in the Solution

	A	B	C	D	E	F	G	H
1	Purpose: Net income							
3								
4				Data Sect				
5		January sales estimat				50000		
6		Growth rate per montl				0.02		
7		Selling expense (% ot				0.7		
8		General expense per				5000		
9								
11				Shrouk Inc				
12			Net Income P					
13								
14		Jan	Feb	Mar	Apr	May	Jun	Total
15	Sales	=F5	=B15*(1+$F$7)	⟶	by Copying			=SUM(C15:G15)
16								
17	Selling expenses	=B15*$F$8						=SUM(C17:G17)
18	General expenses	=$F$9						=SUM(C18:G18)
19	Total expenses	=B17+B18						=SUM(C19:G19)
20				By Copying				
21	Net income	=B15-B19						=SUM(C21:G21)
22								
23								
24								

7-FILE NAME : invoice

A Common Business Application using ROUND & NOW functions

1.Input Data of the Invoice

Microsoft Excel - INVOICE- Input

File Edit View Insert Format Tools Data Window Help

A4 = Alex INC.

	A	B	C	D	E	F
1	File name: INVOICE					
2	Purpose: Sales invoice for a retail organization.					
3						
4	*Alex INC.*		*Invoice No.*	35523		
5			*Date*	Function		
6			*Unit*			
7	*Description*	*Quantity*	*Price*	*Amount*		
8	Y2K Survival Kit	2	24.50	Formula		
9	Book: Top 100 Political Scandals					
10	of the 20th Century	10	13.50	Formula		
11						
12						
13						
14						
15						
16			*Subtotal*	Function		
17	*Customer Name*		*Sales Tax 5%*	Function		
18	Ellen Fortinberry		*Total Due*	Formula		
19	248 Hercules Dr.					
20	Lafayette LA					
21			*Cash*	number		
22			*Credit Card*	number		
23	THANK YOU FOR YOUR BUSINESS!					
24						

Ready NUM

Now Function:

Returns the serial number of the current date .

Syntax

=NOW( )

2.Output

(After formulas & Functions)

Microsoft Excel - INVOICE- answer

File Edit View Insert Format Tools Data Window Help

G15 =

	A	B	C	D	E	F
1	File name INVOICE					
2	Purpose: Sales invoice for a retail organization.					
3						
4	*Alex INC.*		*Invoice No.*	35523		
5			*Date*	01/31/02		
6			*Unit*			
7	*Description*	*Quantity*	*Price*	*Amount*		
8	Y2K Survival Kit	2	24.50	49.00		
9	Book: Top 100 Political Scandals					
10	of the 20th Century	10	13.50	135.00		
11						
12						
13						
14						
15						
16			*Subtotal*	184.00		
17	*Customer Name*		*Sales Tax 5%*	9.20		
18	Ellen Fortinberry		*Total Due*	193.20		
19	248 Hercules Dr.					
20	Lafayette LA					
21			*Cash*			
22			*Credit Card*	193.20		
23	THANK YOU FOR YOUR BUSINESS!					
24						

Ready NUM

3.Output
(Formulas & Functions)

	B	C	D
1			
2			
3			
4		*Invoice No.*	35523
5		*Date*	=NOW()
6		*Unit*	
7	*Quantity*	*Price*	*Amount*
8	2	24.5	=B8*C8
9			=B9*C9
10	10	13.5	=B10*C10
11			=B11*C11
12			=B12*C12
13			=B13*C13
14			=B14*C14
15			=B15*C15
16		*Subtotal*	=SUM(D8:D15)
17		*Sales Tax 5%*	=ROUND(D16*0.05;2)
18		*Total Due*	=D16+D17
19			
20			
21		*Cash*	0
22		*Credit Card*	193.2
23			

New Function

Round Function:

Rounds a number to a specified number of digits.

Syntax

ROUND(number,num_digits)

Number is the number you want to round.

Num_digits specifies the number of digits to which you want to round number.

- If num_digits is greater than 0 (zero), then number is rounded to the specified number of decimal places.
- If num_digits is 0, then number is rounded to the nearest integer.
- If num_digits is less than 0, then number is rounded to the left of the decimal point.

Examples

`ROUND(2.15, 1)` equals 2.2

`ROUND(2.149, 1)` equals 2.1

`ROUND(-1.475, 2)` equals -1.48

`ROUND(21.5, -1)` equals 20

- If num_digits is 0, then number is rounded to the nearest integer.
- If num_digits is less than 0, then number is rounded to the left of the decimal point.

8-FILE NAME : Ex8-Accounts Receivable

A Common Business Application

Using

IF function

Input Data

	A	B	C	D	E	F	G	H	I
1		File Name : Ex8-Accounting Receivables Analysis							
2									
3	*As of*	30/05/02							
4	*Discount - 10 th day*	2% <--------		10					
5	*Penalty over 30 days*	5% <--------		30					
6									
7	*Customer Name*	*Invoice Date*	*Amount*	*Date Paid*	*Discount*	*Penalty*	*Total Invoice*		
8	Mohamed Salah	01/04/02	$ 300.00	15/04/02					
9	Mokhtar Elhansy	12/03/02	$ 350.00	05/05/02					
10	Kmal Eldhrawy	04/04/02	$ 500.00	24/04/02					
11	Kmal Abou Zeid	04/01/02	$ 200.00	22/03/02					
12	Mohamed Salah	23/04/02	$ 400.00	30/04/02	**Formulas or Functions**				
13	Shrouk Co.	30/03/02	$ 655.00	15/04/02					
14	Alex. Co.	01/04/02	$ 245.00	02/05/02					
15	Hamdi Mekawy	24/12/01	$ 800.00	01/04/02					
16	Essam Mubarek	21/04/02	$ 250.00	01/05/02					
17									

Complete Worksheet

	A	B	C	D	E	F	G	H	I	J
1	File Name : Ex8-Accounts Receivable Analysis									
2										
3	*As of*	30/05/02								
4	*Discount - 10 th day*	2%	<———	10						
5	*Penalty over 30 days*	5%	<———	30						
6										
7	*Customer Name*	*Invoice Date*	*Amount*	*Date Paid*	*Discount*	*Penalty*	*Total Invoice*			
8	Mohamed Salah	01/04/02	$ 300.00	15/04/02	$ -	$ -	$ 300.00			
9	Mokhtar Elhansy	12/03/02	$ 350.00	05/05/02	$ -	$ 17.50	$ 367.50			
10	Kmal Eldhrawy	04/04/02	$ 500.00	24/04/02	$ -	$ -	$ 500.00			
11	Kmal Abou Zeid	04/01/02	$ 200.00	22/03/02	$ -	$ 10.00	$ 210.00			
12	Mohamed Salah	23/04/02	$ 400.00	30/04/02	$ 8.00	$ -	$ 392.00			
13	Shrouk Co.	30/03/02	$ 655.00	15/04/02	$ -	$ -	$ 655.00			
14	Alex. Co.	01/04/02	$ 245.00	02/05/02	$ -	$ 12.25	$ 257.25			
15	Hamdi Mekawy	24/12/01	$ 800.00	01/04/02	$ -	$ 40.00	$ 840.00			
16	Essam Mubarek	21/04/02	$ 250.00	01/05/02	$ 5.00	$ -	$ 245.00			
17										
18										
19										
20										

Functions or Formulas

	E	F	G
1	ble Analysis		
2			
3			
4			
5			
6			
7	Discount	Penalty	Total Invoice
8	=IF(D8-B8<=10;$B$4*C8;0)	=IF(D8-B8>=30;$B$5*C8;0)	=C8-E8+F8
9	=IF(D9-B9<=10;$B$4*C9;0)	=IF(D9-B9>=30;$B$5*C9;0)	=C9-E9+F9
10	=IF(D10-B10<=10;$B$4*C10;0)	=IF(D10-B10>=30;$B$5*C10;0)	=C10-E10+F10
11	=IF(D11-B11<=10;$B$4*C11;0)	=IF(D11-B11>=30;$B$5*C11;0)	=C11-E11+F11
12	=IF(D12-B12<=10;$B$4*C12;0)	=IF(D12-B12>=30;$B$5*C12;0)	=C12-E12+F12
13	=IF(D13-B13<=10;$B$4*C13;0)	=IF(D13-B13>=30;$B$5*C13;0)	=C13-E13+F13
14	=IF(D14-B14<=10;$B$4*C14;0)	=IF(D14-B14>=30;$B$5*C14;0)	=C14-E14+F14
15	=IF(D15-B15<=10;$B$4*C15;0)	=IF(D15-B15>=30;$B$5*C15;0)	=C15-E15+F15
16	=IF(D16-B16<=10;$B$4*C16;0)	=IF(D16-B16>=30;$B$5*C16;0)	=C16-E16+F16
17			
18			
19			
20			

9-FILE NAME : ratio

Ratio Analysis

By using

Some formulas & commands

(with using a data section)

	October	November	Change %
Student Name		**Student Section**	
Income Statement			
For the Months Ended 1	2002		
	October	November	Change %
Revenue			
Income .	**$6,000**	**$5,734**	-4.43%
Expenses			
Car Expenses ..	$480	$430	-10.42%
Credit Card Expenses	$150	$178	18.67%
Rent Expense ..	$175	$175	0.00%
Telephone Expense .	$50	$38	-25.00%
Depr. Expense	$10	$10	0.00%
Miscellane(	$585	$635	8.59%
Total Expenses .	**$1,450**	**$1,466**	**1.09%**
Net Income	**$4,550**	**$4,268**	**-6.19%**

Student Name		Student Section	
Statement of Retained Earnings			
For the Month Ended November 30, 2002			
Retained earnings, Beg. Bal	$6,218	$9,355	50.46%
Add Net Income	$3,138	$4,268	36.03%
Retained earnings, End. Bal	**$9,355**	**$13,624**	**45.62%**

	A	B	C	D	E	F	G	H	I
31									
32				Sample Student Name					
33				Balance Sheet					
34				November 30, 1998					
35		Asset							
36			Cash			$9,125	$13,391	46.74%	
37			Prepaid Cable			$15	$28	86.67%	
38			Furniture			$1,500	$1,500	0.00%	
39			Accum. Depr Furn.			-$750	-$755	0.67%	
40			Appliances			$630	$630	0.00%	
41			Accum. Depr. Appl			-$315	-$320	1.59%	
42									
43									
44		Total Assets				**$10,205**	**$14,474**	**41.83%**	
45									
46		Liabilities							
47			Accounts Payable			$850	$850	0.00%	
48									
49		Equity							
50			Retained Earnings			$9,355	$13,624	45.62%	
51									
52		Total Liabilites & Equity				**$10,205**	**$14,474**	**41.82%**	
53									
54									
55			Current Ratio			1075.34%	1578.71%	46.81%	
56									
57			Cash to Assets			89.42%	92.52%	3.47%	

samplefs

Ready

	D	E	F	G	H
6	**Student Name**			**Student Section**	
7	**Income Statement**				
8	**For the Months Ended**		2002		
9			October	November	Change %
10					
11			**6000**	**5734**	=(+G11-F11)/F11
12					
13			480	430	=(+G13-F13)/F13
14			150	178	=(+G14-F14)/F14
15			175	175	=(+G15-F15)/F15
16			50	37.5	=(+G16-F16)/F16
17			10	10	=(+G17-F17)/F17
18			585	635.25	=(+G18-F18)/F18
19			**=SUM(F13:F18)**	**=SUM(G13:G18)**	**=(+G19-F19)/F19**
20			**=F11-F19**	**=G11-G19**	**=(+G20-F20)/F20**
21					
22					
23					
24	Student Name			Student Section	
25	Statement of Retained I				
26	For the Month Ended N(				
27			=7282.68-1065	=F29	=(+G27-F27)/F27
28			3137.71	=G20	=(+G28-F28)/F28
29			**=F27+F28**	**=G27+G28**	**=(+G29-F29)/F29**
30					
31					

	D	E	F	G	H
32	Sample Student Name				
33	Balance Sheet				
34	November 30, 1998				
35					
36			9125.39	13391	=(+G36-F36)/F36
37			15	28	=(+G37-F37)/F37
38			1500	1500	=(+G38-F38)/F38
39			-750	-755	=(+G39-F39)/F39
40			630	630	=(+G40-F40)/F40
41			-315	-320	=(+G41-F41)/F41
42					
43					
44			=SUM(F36:F43)	=SUM(G36:G43)	=(+G44-F44)/F44
45					
46					
47			850	850	=(+G47-F47)/F47
48					
49					
50			=F29	=G29	=(+G50-F50)/F50
51					
52			=F50+F47	=G50+G47	=(+G52-F52)/F52
53					
54					
55			=(+F37+F36)/F47	=(+G37+G36)/G47	=(+G55-F55)/F55
56					
57			=F36/F44	=G36/G44	=(+G57-F57)/F57
58					

samplefs

Ready NUM

10-FILE NAME : Condensed Income Statement

By using

Average, Min and Max Functions

(Without using a data section)

You have the following Condensed Income Statement:

A1 = Shrouk Co.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shrouk Co.													
2	File name :Condensed Income Statements - 2002													
3														
4		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
5	Sales	8,000	9,000	9,800	7,500	9,900	8,600	6,850	9,900	7,000	8,300	6,500	7,900	99,450
6	less Cost of Goods Sok	6,000	4,600	5,500	4,400	6,200	5,100	4,900	6,700	5,950	4,575	4,240	4,890	63,055
7	Gross Profit	2,000	4,400	4,300	3,100	3,700	3,700	1,950	3,200	1,050	3,725	2,260	3,010	36,395
8	less Commissions	800	900	980	750	990	880	685	990	700	830	650	790	9,945
9	less Other Expenses	990	780	950	1,925	1,050	825	970	1,015	880	1,175	1,710	1,870	14,140
10	Net Income (Loss)	210	2,720	2,370	425	1,660	1,995	295	1,195	530-	1,720	100-	350	12,310
11														
12	Note: Commissions are calculated as a constant percentage of Sales.													
13	10%	<-- Enter Current Year's Commission Rate (%) in cell A14												
14														
15	Sales Analysis:													
16	Average Monthly Sal	Function		$8,288										
17	Highest Monthly Sale	Function		$9,900										
18	Lowest Monthly Sales	Function		$6,500										
19														
20														

Required: What are the functions, Formulas and Commands used to make this worksheet.

1. **Calculate the gross profit in Cell B7 :**

=B5-B6

Then you have to copy this formula to cells: C7:M7

2. **Calculate the commissions in Cell B8 :**

=B5*$A$13

Then you have to copy this formula to cells: C8:M8

3. **Calculate the Net income or (loss) in cell B10 :**

=B7-B8-B9

Then you have to copy this formula to cells: C10:M10

4. **Calculate the total of sales in cell N5:**

=SUM(B5:M5)

Then you have to copy this formula to cells: N6:N10

5. Sales analysis:

	A	Q
A2	File name :Condensed Income Statements - 2002	
1	**Shrouk Co.**	
15	Sales Analysis:	
16	Average Monthly Sales	=AVERAGE(B5:M5)
17	Highest Monthly Sales	=MAX(B5:M5)
18	Lowest Monthly Sales	=MIN(B5:M5)
19		
20		

11-FILE NAME:PMT

Calculating the Payment Amount on a Loan

Using PMT Function

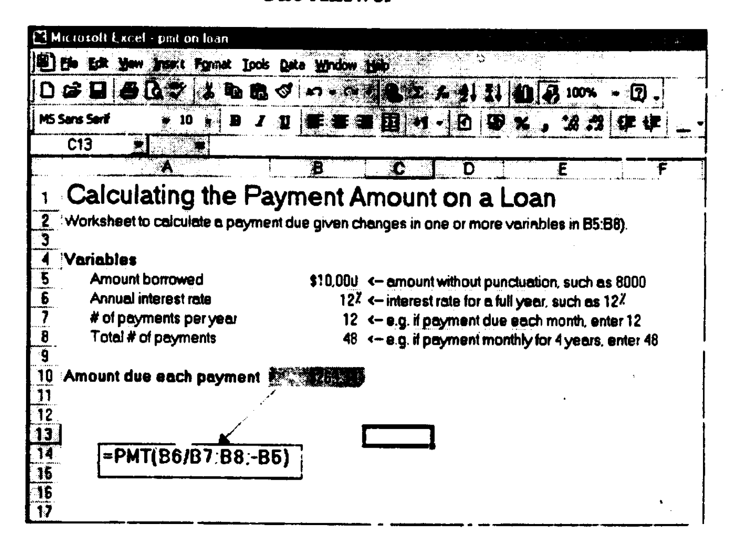
Variables

Amount borrowed	$10,000
Annual interest rate	12%
# of payments per year	12
Total # of payments	48

Required:

Design a worksheet to calculate a payment due given changes in one or more variables in B5:B8).

The Answer


Microsoft Excel - pmt on loan
File Edit View Insert Format Tools Data Window Help
MS Sans Serif
10
100%
C13
A
B
C
D
E
F
Calculating the Payment Amount on a Loan
Worksheet to calculate a payment due given changes in one or more variables in B5:B8).
Variables
Amount borrowed
$10,000 <- amount without punctuation, such as 8000
Annual interest rate
12% <- interest rate for a full year, such as 12%
of payments per year
12 <- e.g. if payment due each month, enter 12
Total # of payments
48 <- e.g. if payment monthly for 4 years, enter 48
Amount due each payment
=PMT(B6/B7,B8,-B5)

12- File Name: Ratio 2

Ratio Analysis for Alexandria Corporation (Simple Formulas)

-1-

Financial Position Statement

	A	B	C	D	E	F
1	Ratio Analysis for Alexandria Corporation					
2				Actuals	Industry Values	
3	Assets					
4		Cash_and_Equivalents	604528.2	12%	22%	
5		Trade_Receivables_net	1399085	28%	24%	
6		Inventory			3%	
7		All_Other_Current	-14955.4	0%	7%	
8		Total_Current_Assets	1988658	39%	56%	
9		Fixed_Assets_net	3034129	60%	29%	
10		Intangibles_net			2%	
11		All_Other_Non_Current_Assets	28789.7	1%	13%	
12		Total_Assets	5051577	100%	100%	
13						
14	Liabilities					
15		Notes_Payable_Short_Term			18%	
16		Current_Maturities_Long_Term_Debt			3%	
17		Trade_Payables	1289000	26%	3%	
18		Income_Taxes_Payable	3456	0%	3%	
19		All_Other_Current_Liabilities	9139	0%	21%	
20		Total_Current_Liabilities	1301595	26%	47%	
21		Long_Term_Debt			10%	
22		Deferred_Taxes			1%	
23		All_Other_Non_Current			5%	
24		Net_Worth	3749982	74%	37%	
25		Total_Liabilities_and_Net_Worth	5051577	100%	100%	

-2-

Income Statement

	A	B	C	D	E	F
1	Ratio Analysis for Alexandria Corporation					
2				Actuals	Industry Values	
27	Income					
28		Net_Sales	8400961	100%	100%	
29		Cost_Of_Sales				
30		Gross_Profit	8400961	100%		
31		Operating_Expenses	6576632	78%	85%	
32		Operating_Profit	1824329	22%	17%	
33		All_Other_Expenses_net	-156947	-2%	0%	
34		Profit_Before_Taxes	1981276	24%	20%	
35		Interest_Expense				
36		Depreciation_Amortization_Depletion				
37		Officer_Owner_Director_Compensation	799200			
38						
39	Liquidity Ratios					
40		Current_Ratio	1.5		1.4	
41		Quick_Ratio	1.5		1.3	
42		Sales_to_Trade_Receivables	6.0		8	
43		Days_Receivables	60.8		20	
44		Sales_to_Inventory				
45		Days_Inventory				
46		Trade_Payables_Turnover				
47		Days_Payables				
48		Sales_to_Working_Capital	12.2		28.9	
49						

-3-

Ratio Analysis

G49 =

	A	B	C	D	E	F
1	Ratio Analysis for Alexandria Corporation					
2				Actuals	Industry Values	
50	Coverage Ratios					
51		EBIT_to_Interest			8	
52		Cash_From_Operations_to_Current_Maturities			1.4	
53						
54	Leverage Ratios					
55		Fixed_Assets_to_Net_Worth	0.8		0.8	
56		Debt_to_Net_Worth	0.3		0.6	
57						
58	Operating Ratios					
59		Profit_to_Net_Worth	52.8		65.1	
60		Profit_to_Total_Assets	39.2		23	
61		Net_Sales_to_Fixed_Assets	2.8		10.1	
62		Sales_to_Total_Assets	1.7		4.1	
63						
64	Expense to Sales Ratios					
65		Depreciation_Amortization_to_Sales			1.7	
66		Office_Owner_Compensation_to_Sales	9.5		15.7	
67						
68						
69						

13.FILE NAME : INCOME STAT

Income Statement & Earnings per share

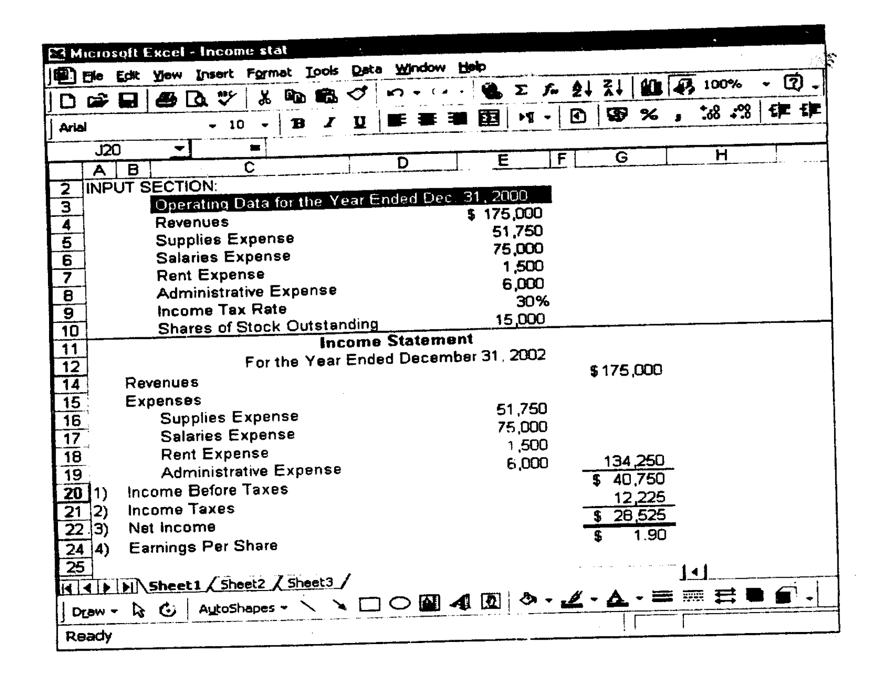
(With using a data section)

You have the following data:

Operating Data for the Year Ended Dec. 31, 2000	
Revenues	$ 175,000
Supplies Expense	51,750
Salaries Expense	75,000
Rent Expense	1,500
Administrative Expense	6,000
Income Tax Rate	30%
Shares of Stock Outstanding	15,000

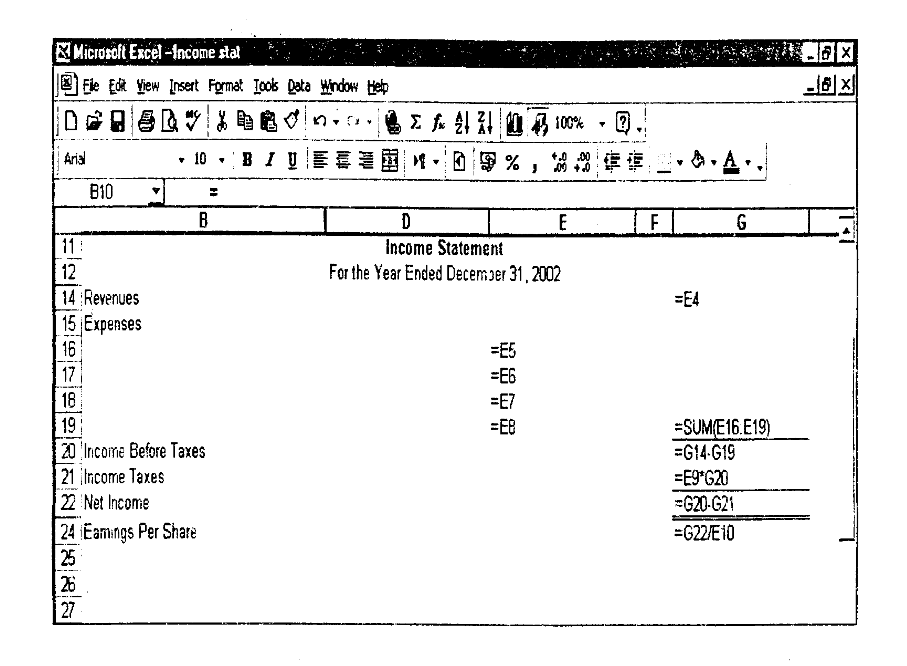
Required:

1. **Prepare a relevant worksheet with using an input section.**
2. **Calculate Income before and after taxes.**
3. **Calculate Earnings Per Share**



Microsoft Excel - Income stat

Row	A	B	C	D	E	F	G	H
2	INPUT SECTION:							
3			Operating Data for the Year Ended Dec. 31, 2000					
4			Revenues		$ 175,000			
5			Supplies Expense		51,750			
6			Salaries Expense		75,000			
7			Rent Expense		1,500			
8			Administrative Expense		6,000			
9			Income Tax Rate		30%			
10			Shares of Stock Outstanding		15,000			
11				Income Statement				
12				For the Year Ended December 31, 2002				
14		Revenues					$175,000	
15		Expenses						
16			Supplies Expense		51,750			
17			Salaries Expense		75,000			
18			Rent Expense		1,500			
19			Administrative Expense		6,000		134,250	
20	1)	Income Before Taxes					$ 40,750	
21	2)	Income Taxes					12,225	
22	3)	Net Income					$ 28,525	
24	4)	Earnings Per Share					$ 1.90	
25								



	B	D	E	F	G
11		Income Statement			
12		For the Year Ended December 31, 2002			
14	Revenues				=E4
15	Expenses				
16			=E5		
17			=E6		
18			=E7		
19			=E8		=SUM(E16.E19)
20	Income Before Taxes				=G14-G19
21	Income Taxes				=E9*G20
22	Net Income				=G20-G21
24	Earnings Per Share				=G22/E10
25					
26					
27					

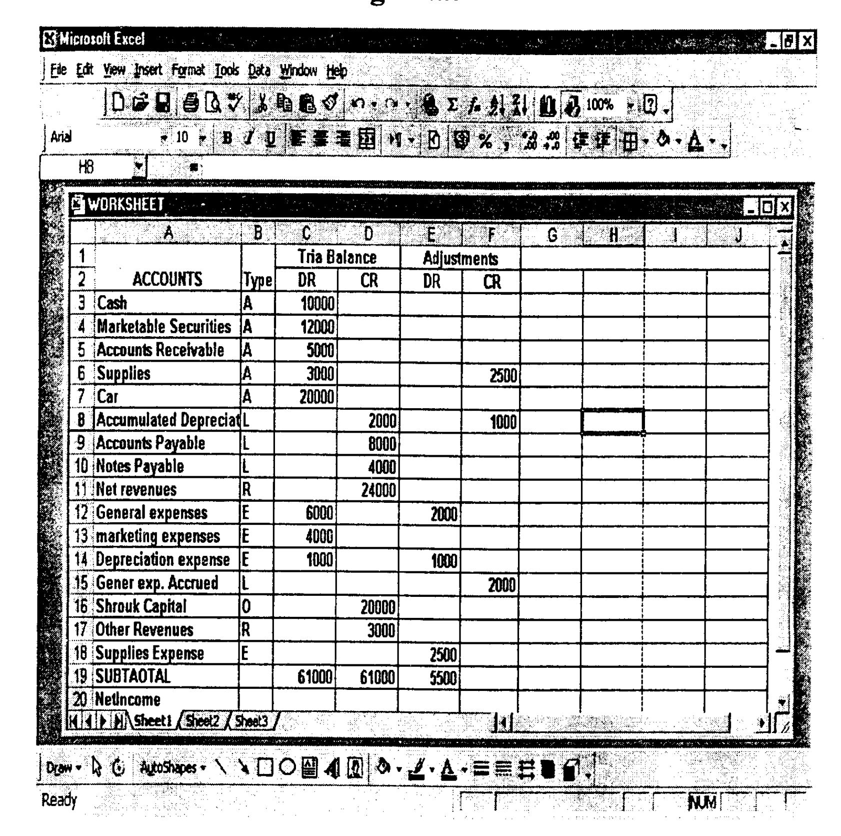
14. FILE NAME : worksheet

Development of an Accounting Worksheet by using:

IF & SUM functions

Accounting Worksheet

You have the following data:



	A	B	C	D	E	F	G	H	I	J
1			Tria Balance		Adjustments					
2	ACCOUNTS	Type	DR	CR	DR	CR				
3	Cash	A	10000							
4	Marketable Securities	A	12000							
5	Accounts Receivable	A	5000							
6	Supplies	A	3000			2500				
7	Car	A	20000							
8	Accumulated Depreciat	L		2000		1000				
9	Accounts Payable	L		8000						
10	Notes Payable	L		4000						
11	Net revenues	R		24000						
12	General expenses	E	6000		2000					
13	marketing expenses	E	4000							
14	Depreciation expense	E	1000		1000					
15	Gener exp. Accrued	L				2000				
16	Shrouk Capital	O		20000						
17	Other Revenues	R		3000						
18	Supplies Expense	E			2500					
19	SUBTAOTAL		61000	61000	5500					
20	NetIncome									

Required:

Complete the accounting worksheet by using relevant formulas and functions.

The Solution

1. Preparing Accounting Worksheet:

Microsoft Excel - WORKSHEET

G20 =IF(H19>G19;H19-G19;0)

	A	B	C	D	E	F	G	H	I	J
1			Tria Balance		Adjustments		Income Stat.		Balance Sheet	
2	ACCOUNTS	Type	DR	CR	DR	CR	DR	CR	DR	CR
3	Cash	A	10000				0	0	10000	0
4	Marketable Secu	A	12000				0	0	12000	0
5	Accounts Receiva	A	5000				0	0	5000	0
6	Supplies	A	3000			2500	0	0	500	0
7	Car	A	20000				0	0	20000	0
8	Accumulated Dep	L		2000		1000	0	0	0	3000
9	Accounts Payable	L		8000			0	0	0	8000
10	Notes Payable	L		4000			0	0	0	4000
11	Net revenues	R		24000			0	24000	0	0
12	General expense	E	6000		2000		8000	0	0	0
13	marketing expen	E	4000				4000	0	0	0
14	Depreciation exp	E	1000		1000		2000	0	0	0
15	Gener exp. Accru	L				2000	0	0	0	2000
16	Shrouk Capital	O		20000			0	0	0	20000
17	Other Revenues	R		3000			0	3000	0	0
18	Supplies Expense	E			2500		2500	0	0	0
19	SUBTAOTAL		61000	61000	5500	5500	16500	27000	47500	37000
20	Net Income						10500	0		10500
21	TOTAL						27000	27000	47500	47500

Sheet1 Sheet2 Sheet3

Ready NUM

2. The 4 IF functions at line 3:

- At cell G3:

  =IF(B3="E";C3+E3-F3;0)

- At cell H3:

  =IF(B3="R";D3+F3-E3;0)

- At cell I3:

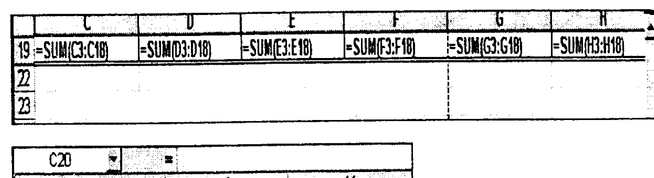
  =IF(B3="A";C3+E3-F3;0)

- At cell j3:

  =IF(OR(B3="L";B3="O");D3+F3-E3;0)

3. **Copy line 3 to all next lines (till line 18)**

4. **Use the SUM function in line 19:**



	C	D	E	F	G	H
19	=SUM(C3:C18)	=SUM(D3:D18)	=SUM(E3:E18)	=SUM(F3:F18)	=SUM(G3:G18)	=SUM(H3:H18)
22						
23						

C20 =

	I	J	K
19	=SUM(I3:I18)	=SUM(J3:J18)	
22			
23			

5. **Net Profit (cell H20):**

=IF(H19>G19;H19-G19;0)

6. **Net loss (cell I20):**

=IF(G19>H19;G19-H19;0)

7. Move net profit (or net loss) to balance sheet(at cell J20):

=H19-G19

8. Total the line 21.

Q1

	A	B	C	D	E	F	G	H	I	J	K
1					SHROUK COMPANY						
2			Tria Balance		Adjustments			Income Stat.		Balance Sheet	
3	ACCOUNTS	Type	DR	CR	DR	CR		DR	CR	DR	CR
4	Cash	A	10000					0	0	10000	0
5	Marketable Secu	A	12000					0	0	12000	0
6	Accounts Receiva	A	5000					0	0	5000	0
7	Supplies	A	3000			2500		0	0	500	0
8	Car	A	20000					0	0	20000	0
9	Accumulated Dep	L		2000		1000		0	0	0	3000
10	Accounts Payable	L		12000				0	0	0	12000
11	Net revenues	R		27000				0	27000	0	0
12	General expense	E	6000		2000			8000	0	0	0
13	marketing expen	E	4000					4000	0	0	0
14	Depreciation exp	E	1000		1000			2000	0	0	0
15	Gener exp. Accru	L				2000		0	0	0	2000
16	Shrouk Capital	O		20000				0	0	0	20000
17	Supplies Expense	E			2500			2500	0	0	0
18	SUBTAOTAL		61000	61000	550	5500		16500	27000	47500	37000
19	Net Income							10500	0		10500
20	TOTAL							27000	27000	47500	47500
21											

Required:

List the data, functions, or formulas that the accountant entered in the following cells: H4-K4-H19-K20.

Q2 – Complete the following sentence:

---------------------- is used to list the date of today.

Q3 - You have the following worksheet:

	A	B	C	D	E
1	Purpose: Net income projection for Shrouk Inc. demonstrating the use of a Data				
2				Data Section	
3		January sales estimate			$50,000
4		Growth rate per month			1%
5		Selling expense (% of sales)			70%
6		General expense per month			$5,000
7					
8				Shrouk Inc.	
9				Net Income Projection	
10		Jan	Feb	Mar	Total
11	Sales	$50,000	$50,500	$51,005	$151,505
12					
13	Selling expenses	35,000	35,350	35,704	106,054
14	General expenses	5,000	5,000	5,000	15,000
15	Total expenses	$40,000	$40,350	$40,704	$121,054
16					
17	Net income	$10,000	$10,150	$10,302	$30,452

Required:

List the data, functions, or formulas that the accountant entered in the following cells: C11-B17-E11.

CHAPTER 6

Database
Through Excel 2000



Chapter 6

Database Through Excel

Introduction

Excel offers a seemingly limitless number of ways in which you can manipulate data. In this section, you learn how to:

- **Create Excel internal databases**
- **How to filter the data.**
- **How to sort the data.**

You can use Excel to store data; the program has many of the capabilities that full-powered database programs have. For example, Excel has excellent features for filtering and processing data. However, Excel cannot hold nearly as much data as database programs such as Microsoft Access, Oracle, SQL, or others, and it can be inefficient in comparison to 'real" database programs, particularly those with large amounts of data. Excel loads an entire database into memory, no matter how large it is; database programs load data only as necessary.

Creating and Filtering Lists

A list is an internal database within Excel. A list is not really anything more than what you have seen in many of the preceding chapters: Information is stored in rows and columns.

In database terminology, a field is equivalent to a column within Excel. The labels describing the fields are called field names. A record is equivalent to a row within Excel. In Figure 1 there are five fields: Number, Name, Amount, Age and City.. There are nine records: one for each of the Customer names.

Figure 1

A Typical List in Excel

E15 = 4000

Fields

Records

No	Name	Amount	Age(days)	City
101	Mohamed	10,000 ج.م.	20	Alex
102	Ahmed	5,000 ج.م.	35	Alex
103	Salah	6,000 ج.م.	50	Cairo
104	Saleh	3,000 ج.م.	45	Alex
105	Ali	11,000 ج.م.	40	Damnhour
106	Wasfi	8,000 ج.م.	90	Damnhour
107	Samir	7,000 ج.م.	65	Alex
108	Kamal	2,000 ج.م.	50	Alex
109	Amit	4,000 ج.م.	40	Damnhour

Here are few simple tips for creating lists:

- **Have only one list in a worksheet. This tip simplifies matters and makes it easier for Excel to see the data to be filtered.**

- **Keep the list consolidated. Don't leave blank spaces in the list.**
- **Don't put important data to the right or left of the list because Excel may consider it part of the list when you filter the list.**

Filtering Data

Filtering a list means that you hide certain rows according to specific criteria or rules. Suppose that you have a list containing all your customers in 50 states; you can filter the list to show only those customers who live in Tennessee. Or suppose that you have a customer list but you want to filter it so that you see only the customers in the top 15 percent of purchases made. There are many other possible ways to filter data and many other criteria.

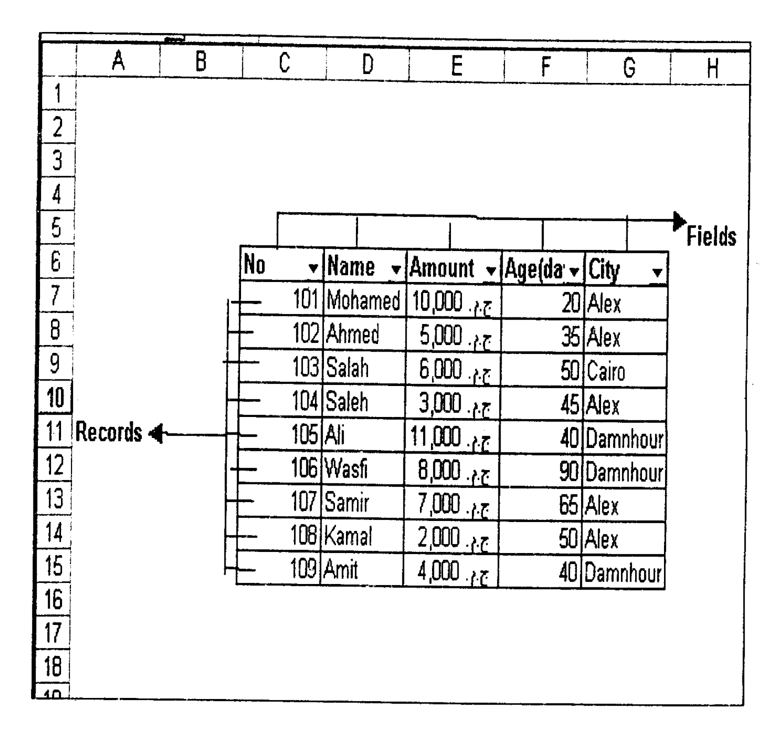
Using the AutoFilter Tool

You can use the AutoFilter tool to display specific rows of a worksheet. It has a number of specific capabilities.

Choose **Data /Filter/ AutoFilter** from the main menu to see the AutoFilter arrows shown in Figure 2. If you click one of the AutoFilter arrows, you get a dropdown list; the drop down list in Figure 2 provides various filtering options. You can filter the list in several ways:

- ***By specific records***
- ***With the Top-10 filter.***
- ***With a custom filter.***

Figure 2
A Typical List with AutoFilter arrows



No	Name	Amount	Age(da	City
101	Mohamed	10,000 ج.م.	20	Alex
102	Ahmed	5,000 ج.م.	35	Alex
103	Salah	6,000 ج.م.	50	Cairo
104	Saleh	3,000 ج.م.	45	Alex
105	Ali	11,000 ج.م.	40	Damnhour
106	Wasfi	8,000 ج.م.	90	Damnhour
107	Samir	7,000 ج.م.	65	Alex
108	Kamal	2,000 ج.م.	50	Alex
109	Amit	4,000 ج.م.	40	Damnhour

Filtering by Specific Value

The filtering options are appropriate to the type of data you are working with. You can sort numerical data by percentages or by whether particular data points are in the top or bottom of the distribution. If you select a specific amount from the scroll-down menu, only those records with that amount value are displayed. For example, if you choose **Data / Filter / AutoFilter** from the main menu, select the amount list control, and then select 8000, all the records are hidden except for the record for Wasfi, because 8000 is the amount value for this customer.

Similarly, you can filter by a specific value for either numerical or textual data. For example, if you have a column of data in which two of the values are 823, and you filter by 823, those two records are displayed. If you have a column in which four of the entries are Smith, and you filter by the name Smith, those four entries ate displayed and the rest of the column is hidden.

Thus, if you select the Customers list control and then choose one of the names from the drop-down menu, only the record with that name is displayed; all the rest of the records are filtered out.

The AutoFilter arrows for each field in your list show the various entries in the column so that you can filter by any of the specific entries.

Filtering with the Top- 10 Filter

If you choose Data I Filter I AutoFilter from the main menu and select the Top- 10 filter, you see a dialog box similar to the one in Figure 3. You can specify whether you want to see the Top 10, Top 5, or some other number of the items in your list by changing the value in the second text box.

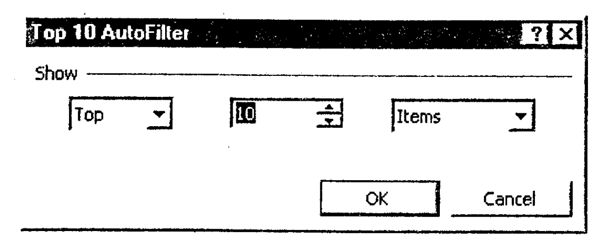
The top value in the list is the one with the highest numerical value; the bottom value in the list is the one with the lowest numerical value. You can use the spin buttons or type the number of items in your list that you want to see.

You can also change the filter so that it shows the Bottom values in the list. Click the arrow button next to the first text box in the Top 10 AutoFilter dialog box and select the filter option you want to use.

If you click the Items drop-down menu (the third text box in the dialog box), you can choose whether the Top or Bottom entries shown are in terms of numbers of items or in terms of a percentage of the whole list.

When you filter a column, the cell addresses stay the same. However, there are missing rows and columns. For example, if rows 6 and 7 are filtered out, the row numbers you see on your worksheet jump from 5 to 8.

Figure 3- The Top 10 AutoFilter dialog box.



Remarks:

If you want to see how many records of the total are displayed, look at the status line at the bottom of the worksheet. The status line shows the following information after you have filtered the data:

X of *Y* records found

In this syntax, X is the number of records displayed, and *Y* is the total number of records.

To remove an AutoFilter, simply select Data / Filter /AutoFilter again from the main menu to deselect the option. All the data is once again displayed.

Filtering with a Custom Filter

What if you want to filter your records by a specific criteria? Perhaps you want to include all records within a particular range of numerical values. Or perhaps you want to include all records in the alphabetical range A through M.

Here's how to filter a column with a filter that you design yourself: Choose Data I Filter I AutoFilter from the main menu and select the Custom option. The dialog box shown in Figure 4 appears. In this example, the cell selected was in the Amount column.

Using the Customer data list, suppose that you want to see only the records for customers whose names begin with the letter A.

First display the Custom Auto Filter dialog box.

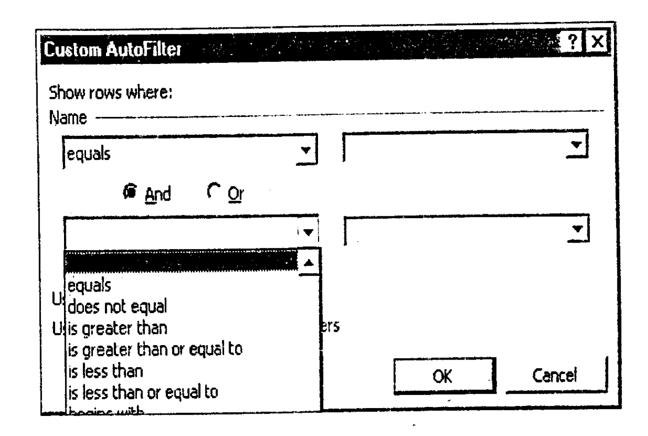
Select begins with from the drop-down list and type A in the top text box on the right.

Click OK.

For this example, only the customers records for Ahmed ,Ali & Amir would be displayed.

If you want to see all the customer records for which the customer's name does not begin with the letter W you select does not begin with from the drop-down list on the left, type W in the text box on the right, and then click OK. All the records except for Wasfi show up.

Figure 4
The Custom AutoFilter dialog box.



The drop-down list on the left side of the dialog box shows a number of different filtering options:

- **Equals**
- **Does not equal**
- **Is greater than**
- **Is greater than or equal to is less than**
- **Is less than or equal to begins with**
- **Does not begin with ends with**
- **Does not end with contains**
- **Does not contain**

For example, if you want to display all customer records in which the entries in the Customers column begin with the letter A, you first select a cell in that column. Then click the AutoFilter arrow and choose Custom. When the Custom AutoFilter box appears, choose begins with from the list on the left in the dialog box and enter A in the right text box in the dialog box. Then click OK

Using Two Custom Filter Options

You can easily use two custom filter options to further narrow a search. Suppose that you want to display all the records for which the customer name begins with an H and ends with a d. You select a cell in the Customers column of the data list, display the Custom AutoFilter dialog box and enter criteria so that it looks like the dialog box in Figure 5.

Figure 5

The Custom AutoFilter dialog box used to filter with two criteria.

Custom AutoFilter

Show rows where:

Name

begins with | A

(•) And ( ) Or

ends with | d

Use ? to represent any single character

Use * to represent any series of characters

OK | Cancel

If you press OK, You find:

Microsoft Excel - database

File Edit View Insert Format Tools Data Window Help

No	Name	Amount	Age(da	City
102	Ahmed	5,000	35	Alex

Using Advanced Filters

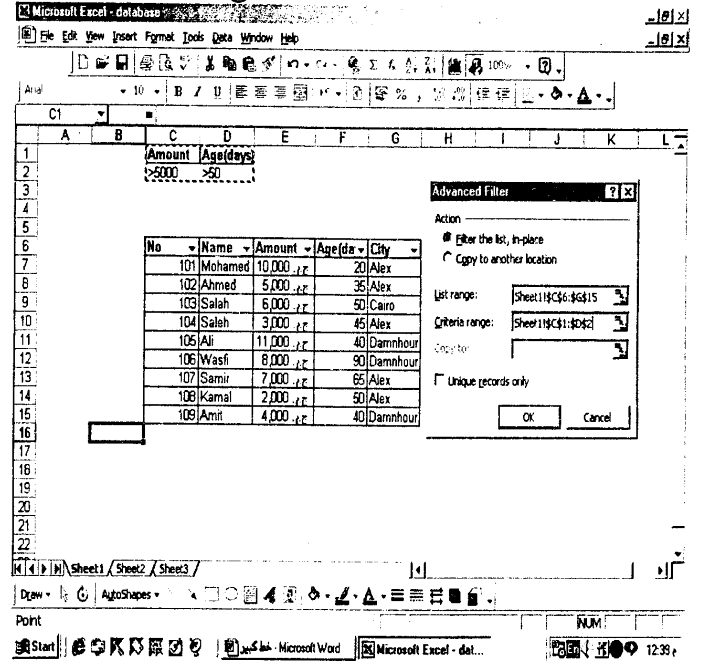
Advanced filters allow you to use an essentially unlimited number of criteria to filter your data.

To make what is known as a criteria range, copy the labels for the columns into an area at least three rows above the actual list. Suppose that you want to show only those customers who have more than 5000 ج م (Amount field) and the age of balance is more than 30 days(Age field).. (As it turns out, you can filter this data using the AutoFilter tool, but many worksheets require criteria that examine more than two fields.) Enter the conditions for each field you want to filter by in the row directly beneath the appropriate column labels, as shown in Figure 6. Because this example does not filter by criteria for the Customers and Average labels, these labels were not copied to the criteria range. If you want to have criteria for those fields also, place them in the same row as the others, with the criteria you wanted in the corresponding cell underneath.

Once you have the criteria range in place, select a cell of the data and choose Data / Filter / Advanced Filter/ from the menu. Enter the range of cells you want to filter. In the example shown in Figure 14.6, the entire table of data is specified in the List Range box. In the Criteria Range box, enter the range of cells in which the criteria is located. In this example, the criteria range is Cl :D2. You can make the references relative or absolute, depending on your purposes.

Figure 6

Entering advanced filter criteria.



You can then choose from one of two options:

- Filter in place. The default option is Filter the List, In-Place. The column labels at the top of the data table stay in place but some rows may disappear, based on the filtering choices.
- Copy the list to another location. If you select the Copy to Another Location checkbox on the Advanced Filter dialog box, the filtered cells are copied to a new location. If you select this option, enter the cell range to which you want to copy the filtered data in the Copy To box (alternatively, you can point to and click the cell that is to be the upper-left corner of the copied range).

If you select the Unique Records Only checkbox, any duplicate rows are filtered out of the results. Of course, most of the time, your database will not contain two rows that are exact duplicates.

Once you have made your selections from the Advanced Filter dialog box, click OK; the filtering takes place, just as you specified.

Sorting Data

You can use the sort feature to organize data according to particular criteria. Excel can take some guesses about how you want the data organized, depending on what type of data it is.

In comparison to filtering data, sorting data does not eliminate any of the data from view.

You still see all the data, but it is organized in a particular way.

Suppose that you have entered several names of customers in an Excel worksheet.

A↓Z You can use the Sort Ascending tool to alphabetize these names beginning with the letter A. To sort the list of state names in ascending order, select the column containing the data you want to sort and click the Sort Ascending tool in the Standard toolbar; the names in the column are automatically alphabetized.

For a numerical list of data, the Sort Ascending tool sorts the data beginning with the smallest numerical entry and progressing to the largest numerical entry.

Z↓A If you click the Sort Descending tool, the state names are sorted in reverse order (that is, beginning with the letter Zand progressing to the letter A). For a numerical list of data, the Sort Descending tool sorts the data beginning with the largest numerical entry and progressing to the smallest numerical entry.

A Note:

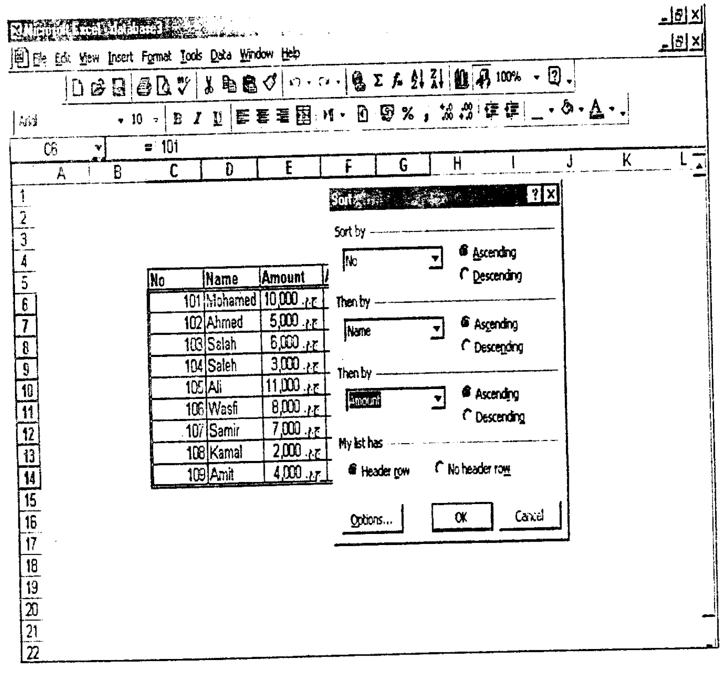
If you have a list of dates, the Sort Ascending tool arranges the dates from earliest to latest; the Sort Descending tool arranges the dates from latest to earliest.

You can do the same kind of sorting if the data is organized in a row. Just select the data and use the Sort Ascending or Sort Descending tool.

Figure 7 shows a list with 5 fields.

Figure 7

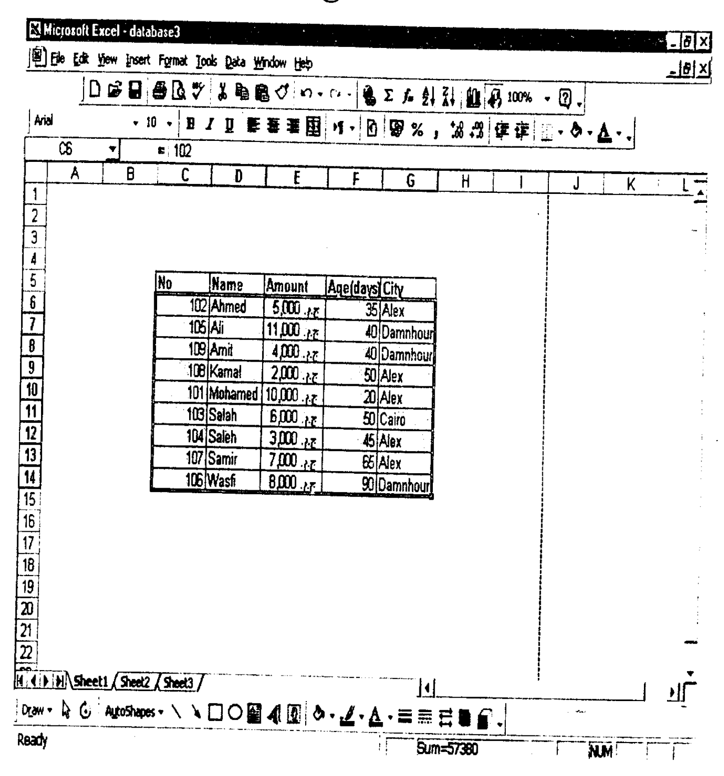
Sorting a list by one of the fields



No	Name	Amount
101	Mohamed	10,000
102	Ahmed	5,000
103	Salah	6,000
104	Saleh	3,000
105	Ali	11,000
106	Wasfi	8,000
107	Samir	7,000
108	Kamal	2,000
109	Amit	4,000

You can sort this data by using any field. If you do an ascending sort by customer names, the list appears in alphabetical order beginning with the letter A (figure 8):

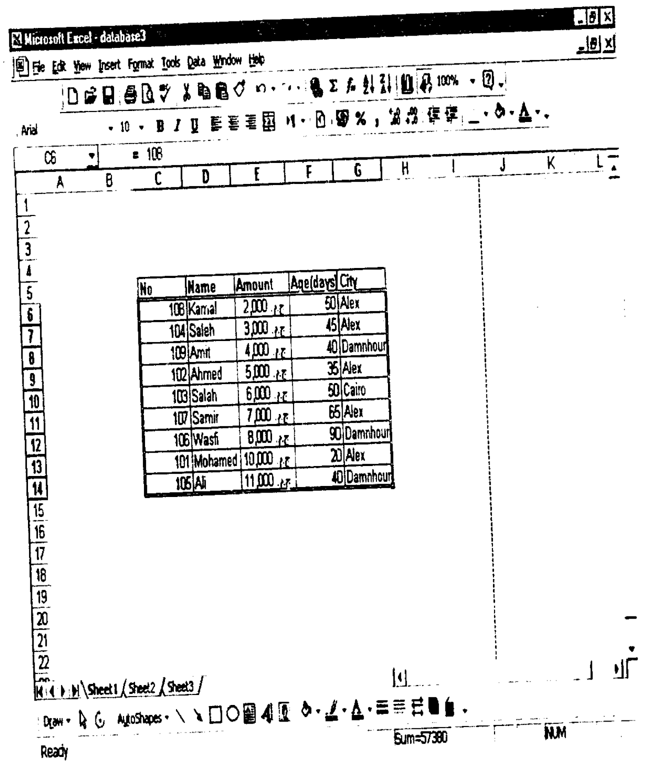
Figure 8



No	Name	Amount	Age(days)	City
102	Ahmed	5,000 ج.م.	35	Alex
105	Ali	11,000 ج.م.	40	Damnhour
109	Amit	4,000 ج.م.	40	Damnhour
108	Kamal	2,000 ج.م.	50	Alex
101	Mohamed	10,000 ج.م.	20	Alex
103	Salah	6,000 ج.م.	50	Cairo
104	Saleh	3,000 ج.م.	45	Alex
107	Samir	7,000 ج.م.	65	Alex
106	Wasfi	8,000 ج.م.	90	Damnhour

If you do an ascending sort by amount, the customer who has the least amount is first in the resulting list(see figure 9):

Figure 9



No	Name	Amount	Age(days)	City
108	Kamal	2,000 ج.م	50	Alex
104	Saleh	3,000 ج.م	45	Alex
109	Amir	4,000 ج.م	40	Damnhour
102	Ahmed	5,000 ج.م	35	Alex
103	Salah	6,000 ج.م	50	Cairo
107	Samir	7,000 ج.م	65	Alex
106	Wasfi	8,000 ج.م	90	Damnhour
101	Mohamed	10,000 ج.م	20	Alex
105	Ali	11,000 ج.م	40	Damnhour

The opposite occurs if you do a descending sort.

Self- Quiz

1-Select the best answer from the list of choices:

1. **Choose -----------from the main menu to see the AutoFilter arrows:**
   a. **Data/Auto Filter.**
   b. **Data/Filter/Auto Filter.**
   c. **File/Auto Filter.**
   d. **Some other answer --------------------.**

2. **In database terminology, a list is equivalent to a column within Excel:**
   a. **True.**
   b. **False.**
3. **In comparison to filtering data, sort data does not eliminate any of the data from view:**
   a. **True.**
   b. **False.**

4. **Represents a filter-ascending tool.**
   c. **True.**
   d. **False**

5. If you have the following data: 3-9-a-y-6- , then you can sort them descending as follow :
   a. 9-6-3-y-a.
   b. y-a-9-6-3.
   c. 9-y-6-a-3.
   d. Some other answer --------------------.

6. In comparison to sorting data, filtering data does not eliminate any of the data from view:
   a) True.
   b) False

7. Choose Data/Filter/Auto Filter from the main menu to see:
   a. The AutoFilter arrows.
   b. Top ten Filter
   c. Auto Filter dialog box.
   d. Some other answer -------------------.

8. Which of the following Excel sorting options do you use to sort a list of customer names in A-to-Z order?
   a. Ascending.
   b. Absolute.
   c. Alphabetic.
   d. Descending.

9. Which of the following series is in descending order?
   a. 4,5,6,A, B, C.
   b. C, B, A, 6,5,4.
   c. 8,7,6,5,6,7.
   d. 8,6,4,C,B,A.

2 -Complete the following statements:

1. Choose -------------------- from the main menu to see the AutoFilter arrows.

2. Represents -------- .If you have a list of dates, this button arranges the dates from--------------- to ---------------.

3. A ------- is an internal database within Excel. In database terminology, a -------- is equivalent to a column within Excel. The labels describing the fields are called field names. A ------- is equivalent to a row within Excel.

4. Represents ----------------. You can also change it so that it shows the ------------ values in the list.

Part Three

Microsoft® word 2000

- **Chapter 7:**

Introduction to Microsoft® Word 2000

- **Chapter 8**

Your first document

- **Chapter 9**

Working With Text

- **Chapter 10**

Working With Paragraph



Chapter Seven

Introduction to Microsoft® Word 2000

Chapter Seven

Introduction to Microsoft® Word 2000

Microsoft Word® 2000, is a powerful tool to create professional looking documents.
It is a **popular word processing software and it a is part of a suite of application programs developed by Microsoft called Office 2000. The basic Microsoft Office package comes with Word 2000, Excel 2000 (spreadsheet), and PowerPoint 2000 (presentation software). The Office Pro package also comes with a database program (Microsoft Access) and an organizer (Microsoft Outlook). Because Microsoft manufactures all of these programs, you can easily import information from any one program into another.**

Word allows you to:

- **Enter and revise text**
  Using Word's editing tools, you can easily enter and delete text, insert new text in the middle of a sentence, undo a change, and find and replace text throughout a document.
- **Copy and move text without retyping**
  You can copy or move text from one part of a document to another part of the same document, or from one document to a different document.
- **Locate and correct spelling mistakes and errors in grammar.**
  Word's proofreading tools identify misspelled words and grammatical errors in your documents. You can correct the mistakes yourself or allow Word to suggest a correction.

- **Format text and design pages**
  By formatting the text and pages in your document to highlight important ideas, you can create documents that convey your message more effectively to your readers.
  In Word you can change the size and appearance of text, create bulleted or numbered lists, apply formatting styles, and add borders and shading to words and paragraphs. You can also organize text in columns, change margins, line spacing, and paragraph alignment, and adjust tabs and indents.
- **Align text in rows and columns using tables**
  You can create tables in Word to present information in an easy-to-read grid of rows and columns. You can format the tables to emphasize important points, and use the information contained in Word tables to create charts and graphs.
- **Enhance the appearance of a document using images, lines, and shapes**
  Word's graphic tools make it easy to illustrate your documents with graphic elements. You can draw lines and shapes, add color, and insert photographs and professionally designed images into your documents.
- **Use Mail Merge to personalize form letters and create mailing labels**
  Mail merge allows you to customize form letters when you need to send the same letter to many different people. When you perform a mail merge, you merge a standard letter with a separate list of names and addresses. Mail merges are useful for creating labels and for sending frequent correspondence to the same group of people.

Objectives

1. **Start Word and explore the Word screen.**
2. **Using HELP.**
3. **Save a document.**
4. **Close a file and exit Word**

1. Start Word and explore the Word screen

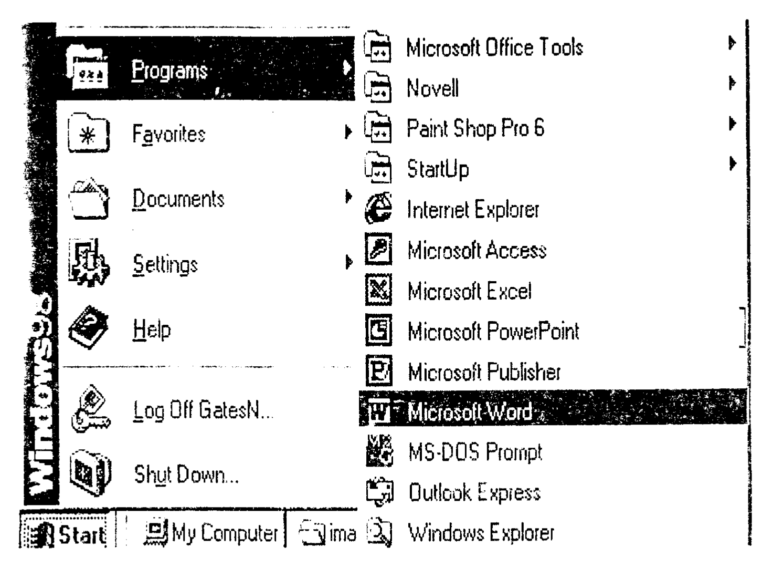
1-1 Starting Word

There are *Three Ways* to start Word:

1 Double click on the Microsoft Word icon on the desktop.



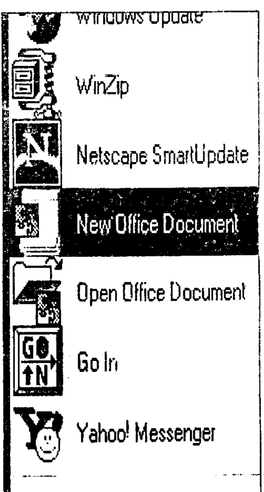
2 **Click on Start --> Programs --> Microsoft Word**

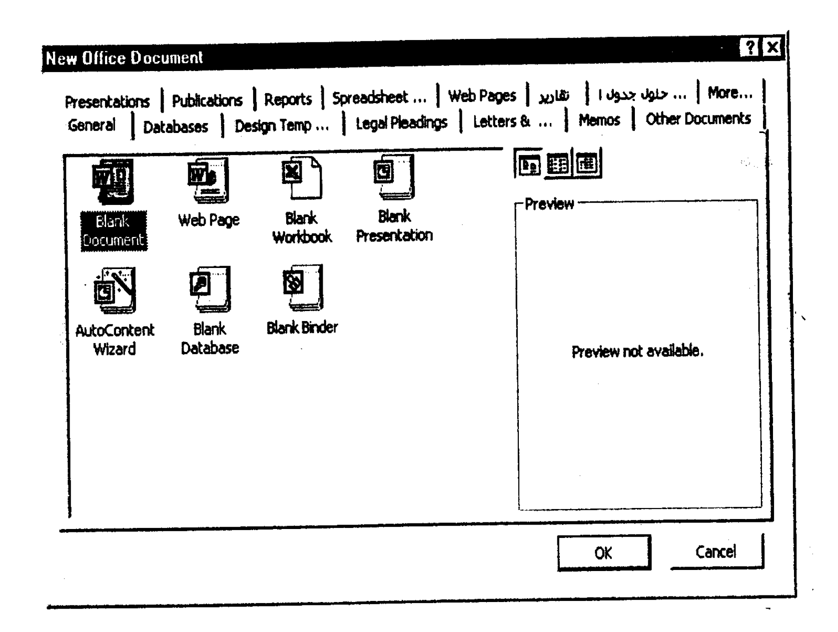


3-To start Word 2000 using the "New Office Document" icon

- **Click on the** Start **icon to display the** Start **menu.**
- **Click on** New Office Document.

This will display the New Office Document dialog box, a illustrated below, and by default the General tab will have been selected.

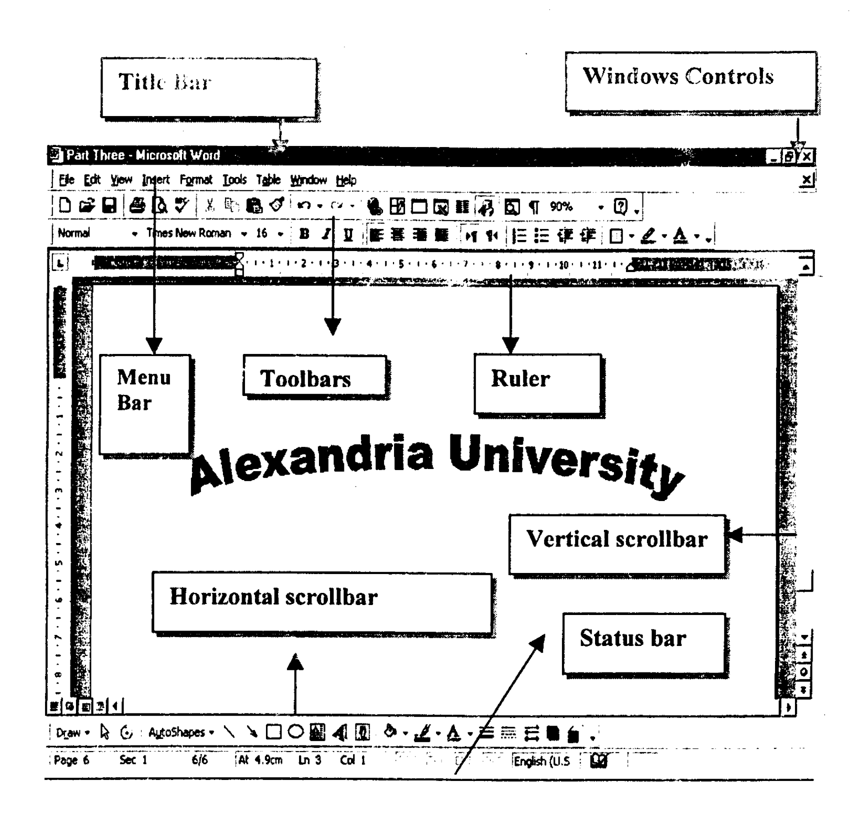




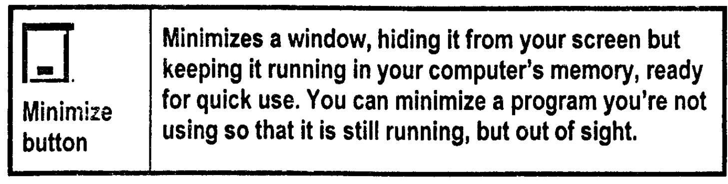
Select the Blank Document **icon and click on the** OK **button.**

1-2 Exploring the Word screen

The next figure identifies several components of Word's application window:



- ***Window controls*: use these to change the size of windows.**



Minimize button	Minimizes a window, hiding it from your screen but keeping it running in your computer's memory, ready for quick use. You can minimize a program you're not using so that it is still running, but out of sight.

Maximize/Restore button	Depending on the size of the window, this button toggles between maximize and restore. Here's what each one does: Maximize: Enlarges the window so that it fills the entire screen. This lets you see more of the contents of the window. The Maximize button only appears when the window isn't maximized, or doesn't fill up the entire screen. Restore: When a window is maximized, or fills up the entire screen, clicking the Restore button returns the window to its previous size.
X Close button	Closes the window or program when you've finished working with it, removing from the screen and the computer's memory.

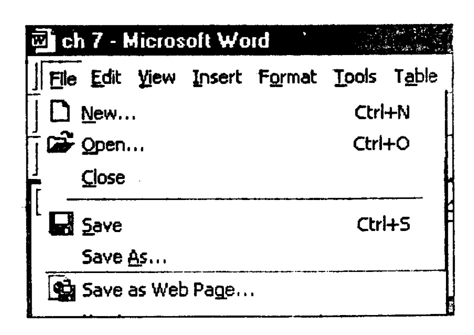
- ***Title bar:*** *here you'll find the name of the program and the name of the current document. If you haven't named the document yet, you'll see something like Document1.*



- **Menu bar:**

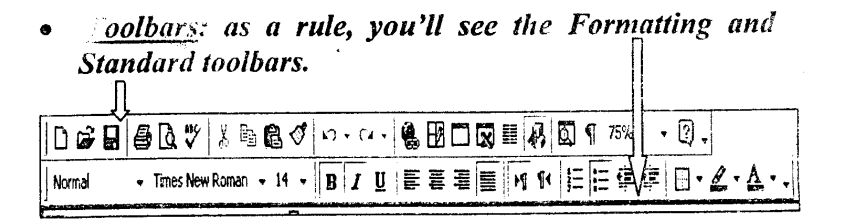
File Edit View Insert Format Tools Table Window Help

It contains the menus with the commands that control Word. Click on a menu to pull it down. Select a command by clicking on it. . Some of the commands have images next to them so you can quickly associate the command with the image.



Most menus are located on the menu bar at the top of the Word window.

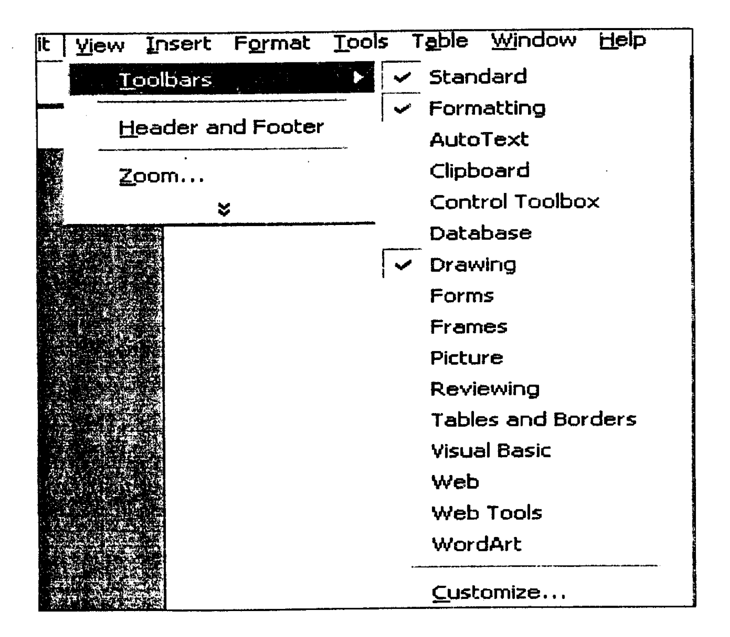
- ***Toolbars:** as a rule, you'll see the Formatting and Standard toolbars.*



Viewing the toolbars

The toolbars in Microsoft Word provide easy access and functionality to the user. There are many shortcuts that can be taken by using the toolbar. First, make sure that the proper toolbars are visible on the screen.

1. **Click** View
2. **Select** Toolbars
3. **Select** Standard, Formatting, and Drawing



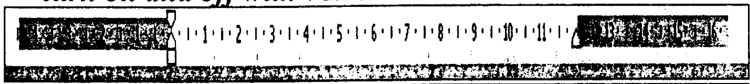
4. **Other toolbars can be selected if you wish**

Important icons in the toolbars

Name	Icon	Description
New Blank Document		**Creates a new, blank file based on the default template.**
Open (File menu)		**Opens or finds a file.**
Save (File menu)		**Saves the active file with its current file name, location, and file format.**
Print (File menu)		**Prints the active file or selected items. To select print options, on the File menu, click Print.**
Print Preview (File menu)		**Shows how a file will look when you print it.**
Spelling and Grammar (Tools menu)	ABC	**Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them. To set spelling and grammar checking options, click Options on the Tools menu, and then click the Spelling and Grammar tab.**
Cut (Edit menu)		**Removes the selection from the active document and places it on the Clipboard.**
Copy (Edit menu)		**Copies the selection to the Clipboard.**

Paste (Edit menu)		Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.
Undo (Edit menu)		Reverses the last command or deletes the last entry you typed.
Redo (Edit menu)		Reverses the action of the Undo command.
Hyperlink		Inserts a new hyperlink or edits the selected hyperlink.
Tables and Borders		Displays the Tables and Borders toolbar, which contains tools for creating, editing, and sorting a table and for adding or changing borders to selected text, paragraphs, cells, or objects.

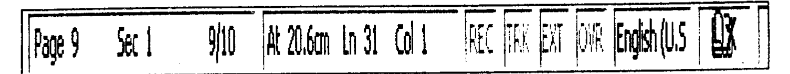
- ***Horizontal ruler: the horizontal ruler, which you can turn on and off with VIEW/RULER.***



- ***Vertical Scrollbar: use this to scroll up and down the page. Click, for example, on the little down arrow to move down the page.***

- ***Horizontal Scrollbar: use this to scroll left and right across the page.***

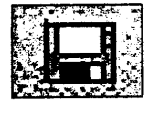
- ***Status and* Information *bar:* It is a horizontal area at the bottom of the document window in Microsoft Word. *Here you'll find useful information about your document, for example the actual page count or the cursor position.***



Items that appear in the status bar

Item	Shows
Page *number*	**The page number of the page shown based on the page numbers you gave the document, if any.**
Section *number*	**The section number of the page shown in the window.**
Number/number	**The page number and the total number of pages based on the physical page count in the document.**
At	**The distance from the top of the page to your insertion point. No measurement is displayed if the insertion point is not in the window.**
Ln	**The line of text where the insertion point is located. No measurement is displayed if the insertion point is not in the window.**

Col	**The distance, in number of characters, from the left margin to the insertion point. No measurement is displayed if the insertion point is not in the window.**
REC	**The macro recorder status. Double-click** REC **to turn the macro recorder on or off. When the recorder is off,** REC **appears dimmed.**
TRK	**The track changes status. Double-click** TRK **to turn the track changes feature on or off. When changes are not being tracked,** TRK **appears dimmed.**
EXT	**The extend selection mode status. Double-click** EXT **to turn the mode on or off. When selection mode is off,** EXT **appears dimmed.**
OVR	**The overtype mode status. Double-click** OVR **to turn the mode on or off. When overtype mode is off,** OVR **appears dimmed.**
[icon]	**The spelling and grammar checking status. When Word is in the process of checking for errors, an animated pen appears over the book. If no errors are found, a check mark appears. If an error is found, an "X" appears. To resolve the error, double-click this icon.**

	**The background save status. When a pulsating disk icon appears, Word is saving your document in the background as you work.**
	**The background print status. When a printer icon appears, Word is printing your document in the background as you work. A number next to the printer icon shows the current page number being printed. To cancel the print job, double-click the printer icon.**

2 Using HELP

Microsoft Word 2000 has an online Help option to provide assistance at almost any time.

Ways to get assistance while you work:

This section provides reference information about:

1. **Asking for Help from the Office Assistant**
2. **Getting Help from the Help menu**
3. **Getting Help from the Office Update Web site**

a. Asking for Help from the Office Assistant

When you have a question about a Microsoft Office program, you can ask the Office Assistant. For example, to get Help about how to create a table, type **How do I create a table** in the Assistant.

If the correct topic doesn't appear in the Assistant balloon, click **None of the above, look for more help on the Web** at the bottom of the list of topics. You will get suggestions on how to phrase a question to the Office Assistant or how to narrow your search by using keywords. If you still can't find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Update Web site to search for help there.

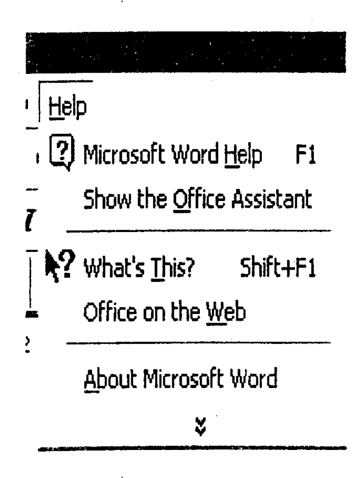
The Assistant automatically provides Help topics and tips on tasks you perform as you work — before you even ask a question. For example, when you write a letter, the Assistant automatically displays topics to help you create and format a letter.

The Assistant also displays tips on how to use the features in the Office programs more effectively. Click the light bulb next to the Assistant to see a tip.

You can also select a different Assistant and set it to operate so that it meshes with the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because all Office programs share the Assistant, any options you change will affect the Assistant in your other Office programs.

b. Getting Help from the Help menu

Just click Microsoft Word Help on the Help menu. If the Assistant is turned on, it appears. If the Assistant is turned off, the Help window appears.



To type a question in the Help window, click the Answer Wizard tab. To scroll through a table of contents for Help, click the Contents tab. When you want to search for specific words or phrases, click the Index tab.

To see a ScreenTip for a menu command, toolbar button, or screen region, click What's This? on the Help menu, and then click the item you want information about.

To see a ScreenTip for a dialog box option, click the question mark button ? in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)

To see the name of a toolbar button, rest the pointer on the button until the name appears.

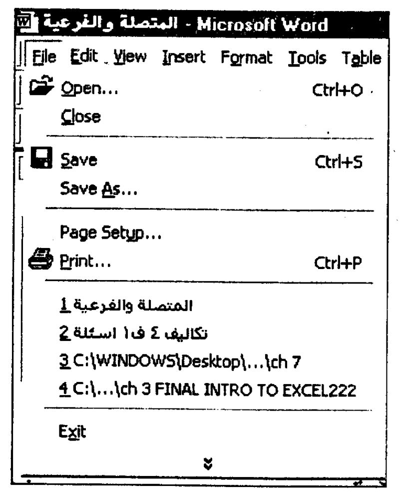
c. *Getting Help from the Office Update Web site*

You can connect to the Microsoft Office Update Web site and other Microsoft Web sites directly from any Office program by using the **Office on the Web** command on the **Help** menu. For example, you can access technical resources and download free product enhancements — all without leaving the Office program you're working in.

3 Opening a File in Word 2000

First: Opening recently used files to open a file:

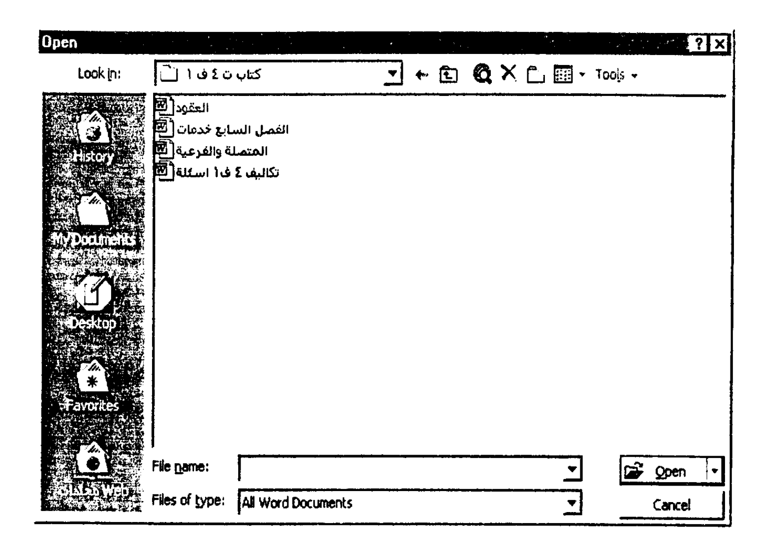
A list of the most recently opened files is displayed under the *File* menu. You can open these files by clicking on them.



Second : Using the Open icon

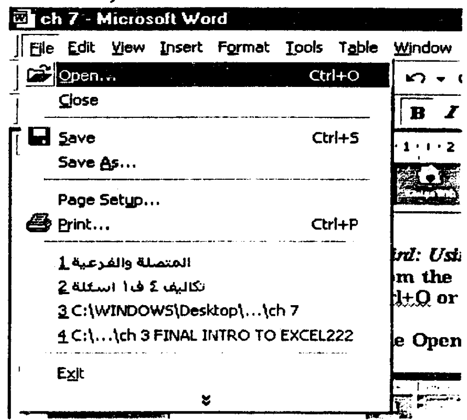
Click on the Open icon and from the dialog box displayed select the required file.

Use the Look in drop down menu to select the drive or folder that contains the file you want. **To open the file you require either, double click on the file name OR select the file name by clicking on it, and then click on the Open button.**

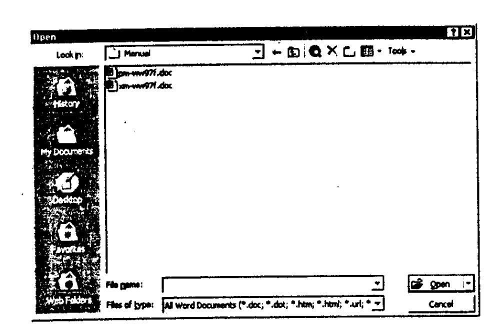


Third: Using the Open command from the file menu:

From the File menu choose the Open command, (or pres Ctrl+O or Ctrl+F12).



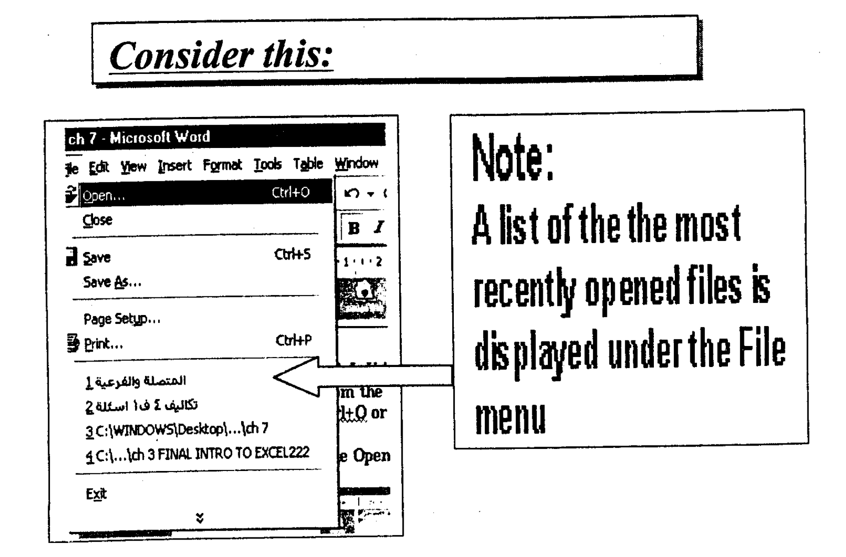
The Open dialog is displayed, and from this dialog box selects the required file.



Use the Look in drop down menu to select the drive or folder that contains the file you want.
To open the file you require either, double click on the file name

OR select the file name by clicking on it, and then click on the Open button.

Consider this:



4 Saving a File and Using "Save As"

Background	***This feature allows you to store new or existing documents on disk. The Save As command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. If you have not previously saved a file, then clicking on the Save icon will display the Save As dialog box.***
To save using "Save As"	***From the File menu choose the Save or the Save As command, or use any of the following keystrokes:***

Save	*Ctrl+S* *Alt+Shift+F2* *Shift+F12*
Save As	*F12*

You can also select from the following options to save files:

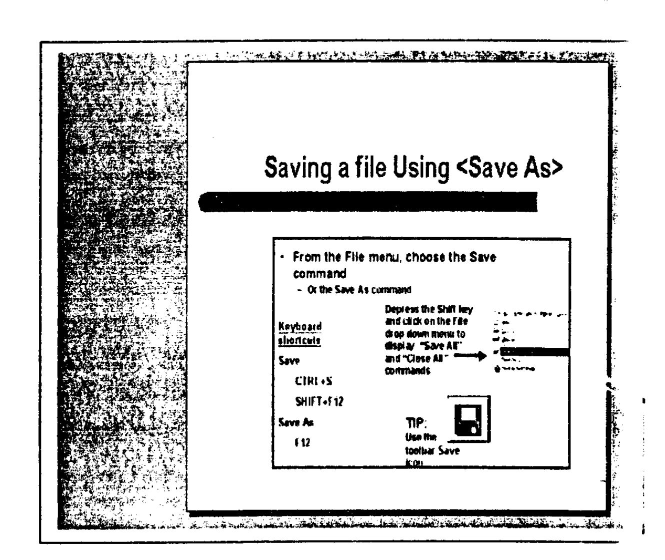
Save in **drop down menu**	**Select from this drop down list to save the file to a different disk drive or a different folder.**
Save as type	**Select from this list box if you want to save the file in a different file format such as WordPerfect, Ami Pro etc.**

Note:

- The File Save command will replace the original copy of a document with the document that is on the screen. The File Save As command will rename the document on the screen so that you can keep the earlier version, as well as save any changes you have made. When you try and close a document without saving it first, Word 2000 will ask you if you want to save it.

To save a docume using the Save icon on the Standard toolbar

- **Click on the Save icon and from the dialog box displayed select the required folder. Enter a file name and then click on the Save button.**
- **After you have saved the file for the first time, clicking on the file icon will automatically save your document with the filename you gave it. It does not give you the option to rename.**



5 Closing a Word 2000 Document

To close a document in Word 2000

- **Select** Close **from the** File **drop down menu.**

  OR **press** Ctrl+F4. **The document will be closed and the screen will be cleared. If you try to close a document without saving it, Word 2000 displays a dialog box asking if you want to save any of the changes you made to the document.**

  OR **double-click on the** Control **menu box in the top, left-hand corner of any window.** **This closes the active program or file. If an open file contains unsaved changes, you will be prompted to save the file before closing**

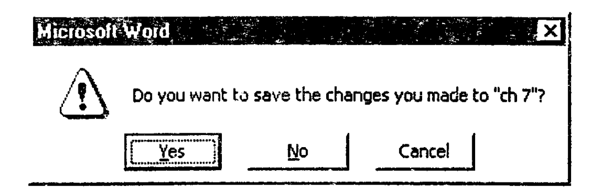
  OR **click on the** Close **icon displayed at the top-right of the document window. Be sure to click on the document close icon, as opposed to the program** Close **icon.**

To exit Word 2000 and return to Windows

- Click on the Close icon displayed at the top right of the Word 2000 window,

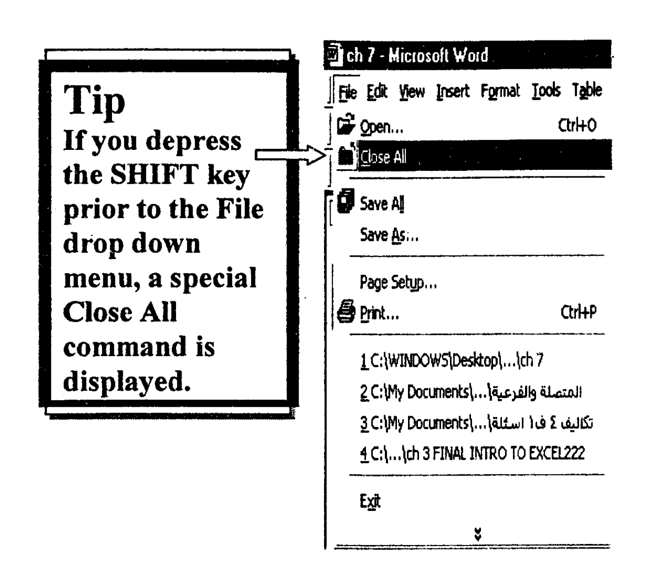
OR press Alt+F4.

If you have not saved your work, a dialog box will be displayed which asks you if you wish to save your changes.



Make your choice from one of the following:

Yes	Saves the changes and exits the program.
No	Does not save the changes and exits the program. Warning: Choosing No will lose any work which you have done since you last saved the file.
Cancel	Cancels the command and stays in the Word 2000 program.


Tip
If you depress the SHIFT key prior to the File drop down menu, a special Close All command is displayed.
ch 7 - Microsoft Word
File Edit View Insert Format Tools Table
Open... Ctrl+O
Close All
Save All
Save As...
Page Setup...
Print... Ctrl+P
1 C:\WINDOWS\Desktop\...\ch 7
2 C:\My Documents\...\المتصلة والفرعية
3 C:\My Documents\...\تكاليف ٤ ف ١ اسئلة
4 C:\...\ch 3 FINAL INTRO TO EXCEL222
Exit

Summary

To create a file:

1. **Start Word 2000.**
2. **On the** File **menu, click** New, **and then click the** General **tab.**
3. **Double-click** Blank Document **to create a new document.**
4. **Enter your text..**
5. **On the** File **menu, click** Save As. **The** Save As **dialog box appears.**
6. **In the** File name **box, type a name for the file.**
7. **Choose** Save.

Review Questions

How Would You ...

1. **Start Word 2000 using the Windows Start menu?**
2. Open Word 2000 and create a new Word document, via the Start button?
3. **Start Word and open an existing document, via the Start button?**
4. **Open a file in Word 2000?**
5. **Open a recently used file?**
6. **Open more than one file at a time?**
7. **Select a continuous block of files?**
8. **Select files that are not in a continuous block?**
9. **Move up one folder level?**
10. **Save a file?**
11. **Create a new folder in which to save your document?**

12. **Close a Word 2000 Document?**

13. **Display a hidden "Close All" command?**

14. **Exit Word 2000?**

Chapter Eight
Your first document

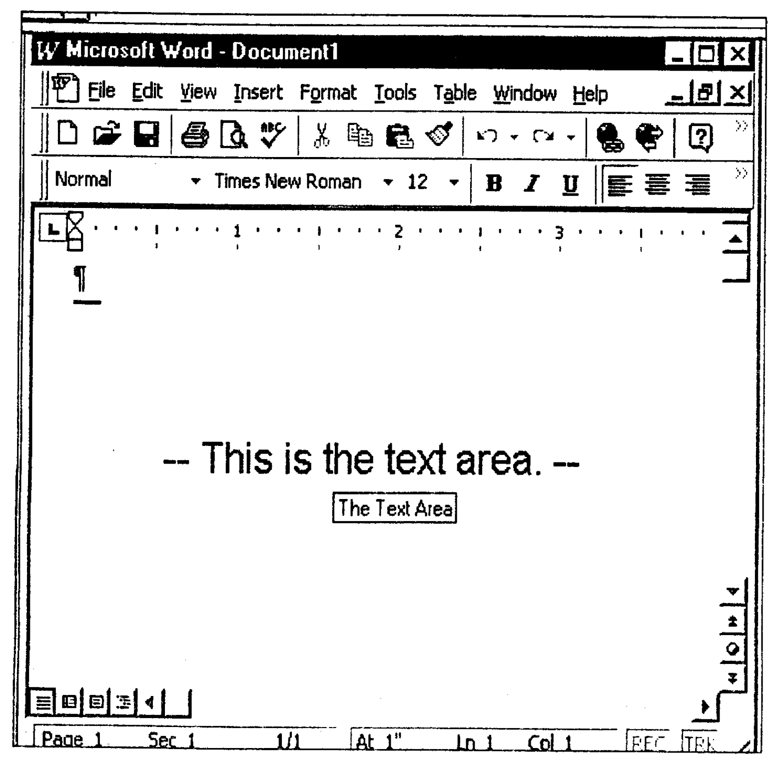


Chapter Eight

Your first document

1. INTRODUCTION

You can begin a new document by simply typing text in the document window (In the Text Area).



Entering text with a word processor is different from typing with a typewriter. When you reach the end of a line as you type with Word, the insertion point moves to the next line. This feature is called word wrap. You need to press [Enter] only when you want to insert a new line or start a new paragraph.

Using the Enter Key

There are only three times you press the Enter key when typing a Word Document:

- At the end of a paragraph
- At the end of a short line
- To insert a blank line

After typing text, you can edit it by inserting new text or by deleting text you want to remove. When you insert or delete text, Word adjusts the spacing of the existing text.

2. ENTERING TEXT

Entering Text into a Word Document

- Word 2000 normally functions in Insert mode
  - Which means that text is added to a document without overwriting anything else
- Word 2000 can function in Overtype mode
  - Which will overwrite existing text with any new text that you type in

Word 2000 normally functions in Insert mode that means that text is added to a document without overwriting anything else. Alternatively, Word 2000 can function in Overtype mode that will overwrite existing text with any new text that you type in. The status bar at the bottom of the Word 2000 window indicates that you are in Overtype mode by highlighting the OVR indicator.

Inserting text in a document:

In *Insert mode*, text is inserted into the document at the insertion point. This is the default mode. Text that already exists is moved forward to make way for the new text.

- Position the insertion point where you want to insert the new text.
- When you begin typing, the existing text will move to the right and wrap to the next line.

To overtype text in a document

In *Overtype mode*, text overwrites the existing text.

- Position the insertion point where you want to type the new text.
- Press the Insert key to switch to overtype mode. The OVR indicator on the status bar will be highlighted.
- When you begin typing, the existing text will be replaced with your new text.

What is Click and Type?

You can use the Click and Type feature to quickly insert text, graphics, tables, or other items in a blank area of a document. Just double-click in a blank area, and Click and Type automatically applies the formatting necessary to position the item where you double-clicked. For example, to create a title page, double-click in the middle of a blank page and type a centered title. Then, double-click the lower-right margin of the page and type a right-aligned author name.

Click and Type

- New feature in Word 2000
- Double clicking on a blank area of the document and Word 2000 will automat ally insert the necessary blank lines and tab stops to position the insertion point at that location

Which blank areas can I use Click and Type in?

You can insert items in most blank areas of a document. For example, you can insert a graphic below the end of the document; there's no need to press ENTER to add blank lines. Or you can type text to the right of an existing paragraph without having to manually add a tab stop.

Click and Type isn't available in the following areas: multiple columns, bulleted and numbered lists, next to floating objects, to the left or right of pictures with top and bottom text wrapping, or to the left or right of indents. Also, Click and Type isn't available in the following views: normal view, outline view, and print preview.

To use "Click and Type"

- Ensure that you are in Page Layout view by clicking on the View drop down menu and selecting the Page Layout command.
- Double click on any empty area of the page. Word will move the insertion point to that location.
- Type your text.

Enabling / Disabling "Click and Type"

- **Click on the Tools drop down menu and select the Options command. The Options dialog box will be displayed.**

Options

Spelling & Grammar | Track Changes | User Information
Compatibility | File Locations | Right-to-Left
View | General | Edit | Print | Save

Editing options
- [x] Typing replaces selection
- [x] Drag-and-drop text editing
- [ ] Use the INS key for paste
- [ ] Overtype mode
- [x] Use smart cut and paste
- [x] Tabs and backspace set left indent
- [ ] Allow accented uppercase in French
- [ ] Auto-Keyboard switching
- [x] When selecting, automatically select entire word

Picture editor: Microsoft Word

Click and type
- [x] Enable click and type

Default paragraph style: Normal

OK | Cancel

- Select the Edit tab to display the Edit folder.
- Check or un-check the Enable click and type check box.
- Click on the OK button to close the Options dialog box.

3. MOVING THROUGH A WORD DOCUMENT

A- Using the arrows key to move up or down

Place the insertion point anywhere in your document. Use the arrow keys to move left, right, up or down. If you move down to the bottom of the page (as displayed on your screen) and keep pressing the down arrow the document will scroll downwards (assuming that the document does in fact extend beyond what was previously visible on the screen!). The same applies when moving up through the document.

B- Using PageUp or PageDown

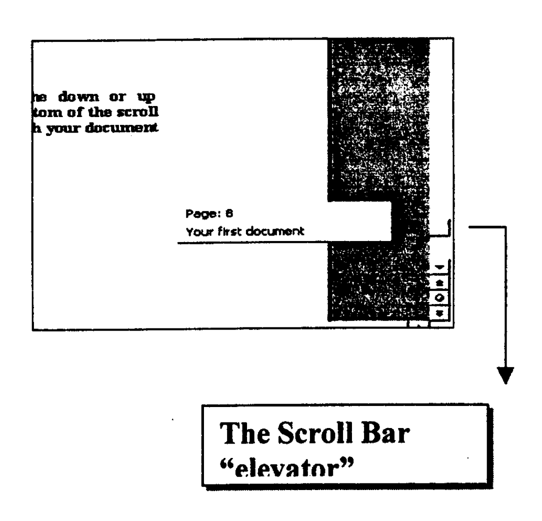
If you press the PageUp or PageDown keys you will move through your document by approximately one screen per press.

C-Using the scroll bar

If you click once on the down or up arrows at the top and bottom of the scroll bar you will scroll through your document one line at a time.

D-Dragging the Scroll Bar "elevator"

Click on the "elevator" within the vertical scroll bar. As you drag it up and down, you will see page numbers displayed. When you release the mouse button, you will go to the page number indicated within the yellow colored pop-up.

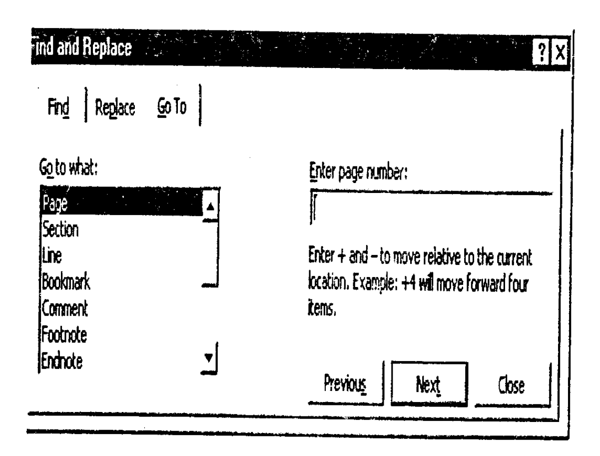


E-Using Go To

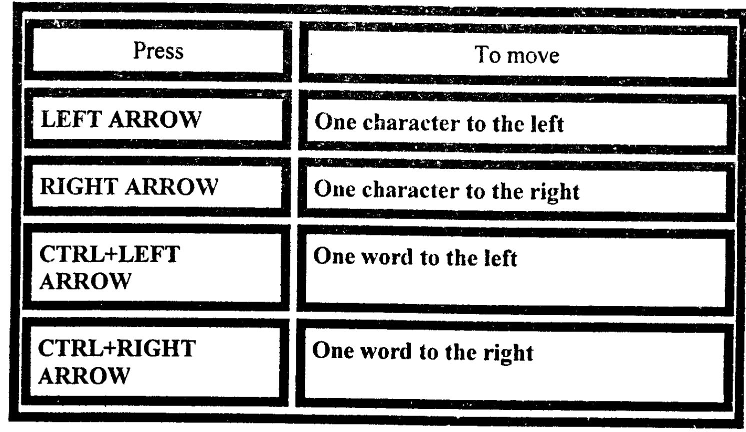
- **Double click on the status bar at bottom of the Word scre**

  OR press Ctrl+G.

- **Select the** Go To **tab.**
- **In the** Go to what **section make sure that** Page **is selected.**
- **In the** Enter page number **field enter the number of the page that you wish to jump to, and then click on the** Next **button.**



F-Moving with Keystrokes



Press	To move
LEFT ARROW	**One character to the left**
RIGHT ARROW	**One character to the right**
CTRL+LEFT ARROW	**One word to the left**
CTRL+RIGHT ARROW	**One word to the right**

CTRL+UP ARROW	One paragraph up
CTRL+DOWN ARROW	One paragraph down
SHIFT+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
END	To the end of a line
HOME	To the beginning of a line
ALT+CTRL+PAGE UP	To the top of the window
ALT+CTRL+PAGE DOWN	To the end of the window
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
CTRL+PAGE DOWN	To the top of the next page
CTRL+PAGE UP	To the top of the previous page
CTRL+END	To the end of a document
CTRL+HOME	To the beginning of a document
SHIFT+F5	To a previous revision
SHIFT+F5	To the location of the insertion point when the document was last closed

Moving Through a Word Document

- *A- Using the arrow keys.*
- *B-Using PageUp or PageDown.*
- *C- Using the scroll bar.*
- *D-Dragging the Scroll Bar "elevator".*
- *E- Using (Go To).*
- *Using Keystrokes.*

4. WORD 2000 SELECTION TECHNIQUES

Selecting text is an important technique to grasp. Much basic editing of your text depends on learning how to select. To select a word or a word or character move the insertion point to the left of the text you wish to select. Click and hold down the mouse button, and then move the mouse to the right. As you move the mouse the selected word or character will then be inverted as in White characters. This technique is called highlighting text and also called click and drag.

or character move the inserti
the text you wish to select.
the mouse button,and then m
right. As you move the mou
or character will then be inver
White characters. This
highlighting text and also call

a. Select text and graphics by using the mouse

To select	Do this
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

b. <u>Keys for Selecting text and graphics</u>

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Press	To extend a selection
SHIFT+RIGHT ARROW	**One character to the right**
SHIFT+LEFT ARROW	**One character to the left**
CTRL+SHIFT+RIGHT ARROW	**To the end of a word**
CTRL+SHIFT+LEFT ARROW	**To the beginning of a word**
SHIFT+END	**To the end of a line**
SHIFT+HOME	**To the beginning of a line**
SHIFT+DOWN ARROW	**One line down**
SHIFT+UP ARROW	**One line up**

CTRL+SHIFT+DOWN ARROW	To the end of a paragraph
CTRL+SHIFT+UP ARROW	To the beginning of a paragraph
SHIFT+PAGE DOWN	One screen down
SHIFT+PAGE UP	One screen up
CTRL+SHIFT+HOME	To the beginning of a document
CTRL+SHIFT+END	To the end of a document
ALT+CTRL+SHIFT+PAGE DOWN	To the end of a window
CTRL+A	To include the entire document
CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode	To a vertical block of text
F8+arrow keys; press ESC to cancel selection mode	To a specific location in a document

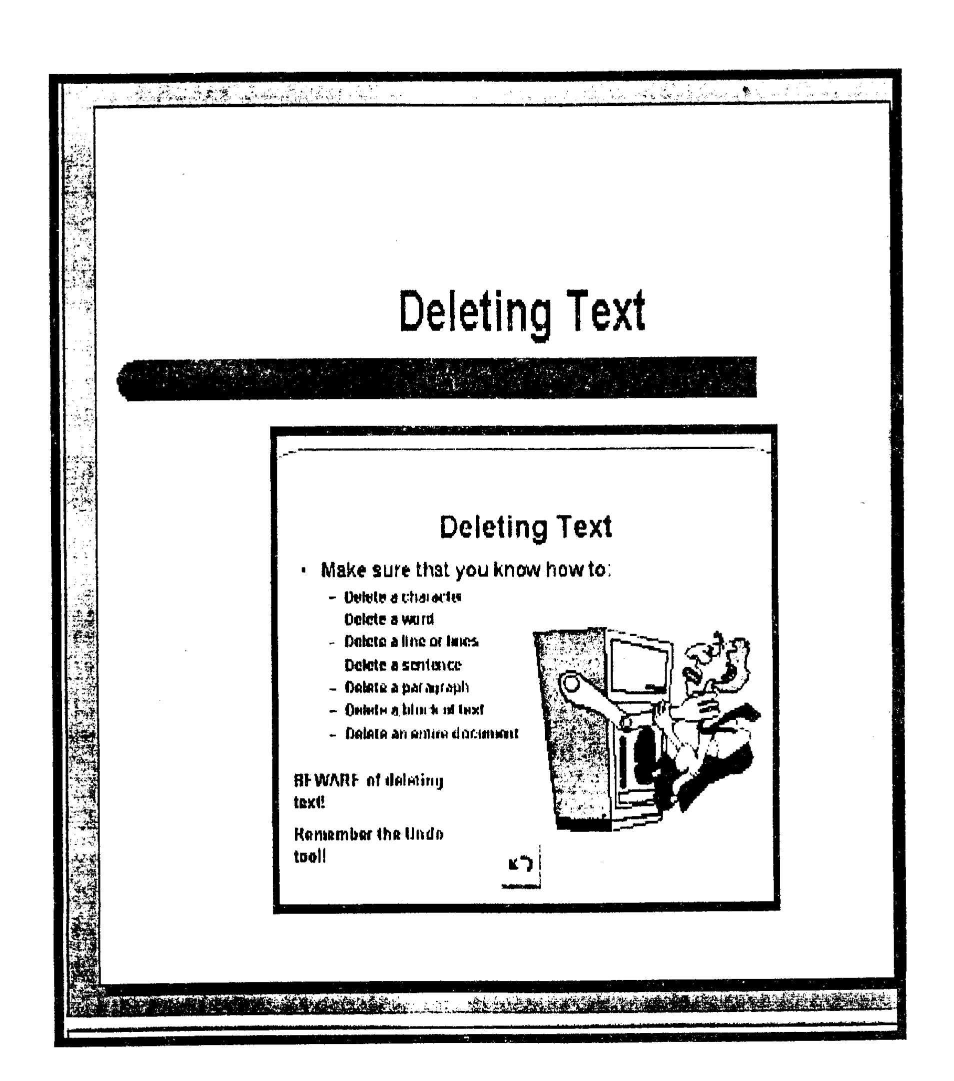
Tip

If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

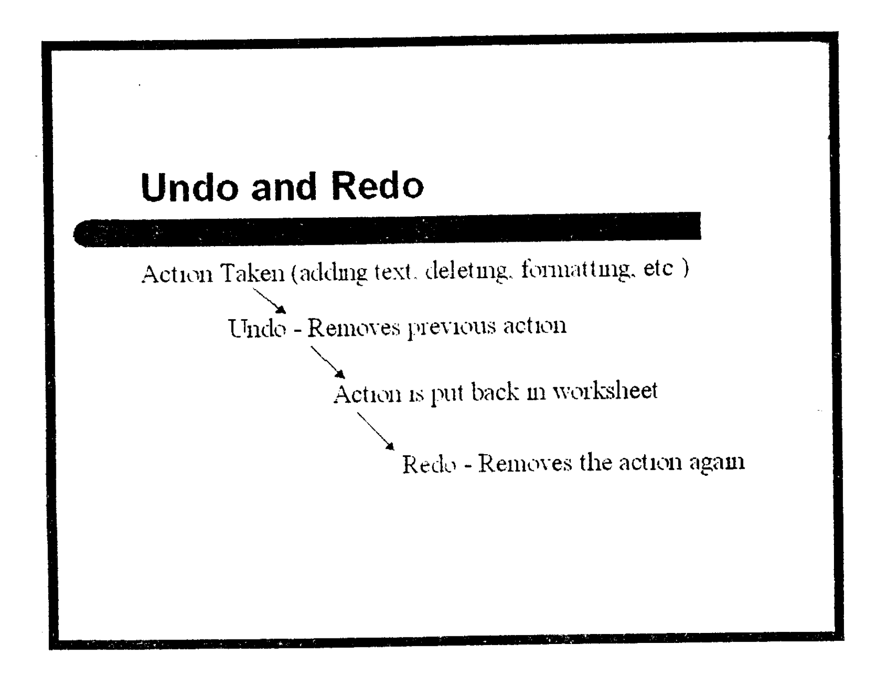
5. DELETING TEXT

To delete a character	• **Place the insertion point to the left of the character to be deleted and press** Delete *OR* **place the insertion point to the right of the character to be deleted and press** Backspace.
To delete a word	• **Double-click on the word to be deleted and press the** Delete **key** *OR* **place the insertion point to the right of the word to be deleted and press** Ctrl+Backspace.
To delete a line or lines	• **Place the mouse pointer in the left-hand margin, next to the first line of text or first blank line to be deleted. The mouse pointer changes to an arrow pointing up and to the right.** • **Click on the left-hand mouse button to select the line of text or the blank line you wish to delete,** *OR* **drag the mouse pointer down the left-hand margin to select the lines you want to delete.** • **Press the** Delete **key.**

To delete a sentence	• Depress the Ctrl key. • Place the mouse pointer anywhere on the sentence to be deleted. • Select the sentence by clicking the left-hand mouse button. • Press the Delete key.
To delete a paragraph	• Place the mouse pointer in the left-hand margin, next to the first paragraph to be deleted. • To select the paragraph, double-click on the left-hand mouse button. • Press the Delete key.
To delete a block of text	• Select the block of text you wish to delete by dragging the mouse pointer over the text with the left button depressed. Once the text is selected press the Delete key.
To delete an entire document	• Place the mouse pointer in the left-hand margin. • Depress the Ctrl key. • To select the entire document, click the left-hand mouse button. • Press the Delete key.


Deleting Text
Deleting Text
• Make sure that you know how to:
– Delete a character
Delete a word
– Delete a line or lines
Delete a sentence
– Delete a paragraph
– Delete a block of text
– Delete an entire document
BEWARE of deleting text!
Remember the Undo tool!

6. Undo and Redo

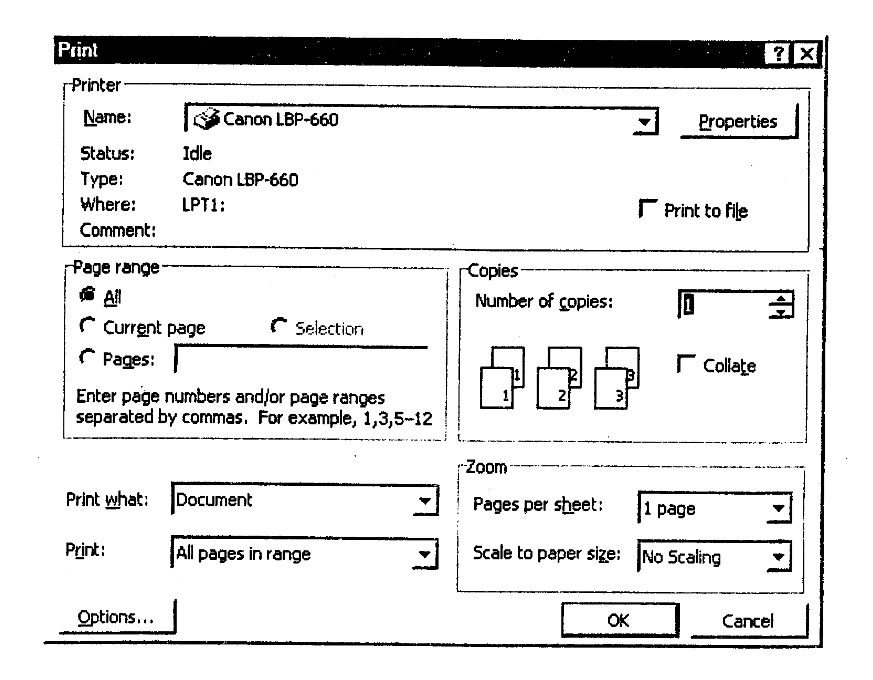


To use Undo to reverse your last actions	• **From the** Edit **menu choose the** Undo **command** *OR* **press** Ctrl+Z *OR* **click on the** Undo **button on the** Standard **toolbar.** • **Repeat as required to perform multiple undo actions.**
To repeat a command, action, or typing	• **From the** Edit **menu, select** Repeat *OR* **press** F4 *OR* **click on the** Redo **button on the** Standard **toolbar.**

To undo or repeat a specific number of commands, actions, or typing changes	Move the mouse pointer over a downward facing arrowhead to the right of the Undo or Redo buttons on the Standard toolbar and click the left mouse button. Pull the mouse pointer down the list until the number of items required are selected and click the left mouse button again or press Enter. If you decide that you do not want to undo or repeat anything but the list has already been selected press Esc to get out of it. You can also get out of the list by moving the mouse pointer onto your document and clicking the left mouse button.

7. Printing Within Word 2000

To print a document in Word 2000	• Open the document that you want to print. • From the File menu, select the Print command *OR* press Ctrl+P to display the Print dialog box.



Page range	will
All	Will print all the pages of a document.
Current page	Will print the current page only.
Pages	Allows you to print a single page, a range of pages, or disconnected groups or ranges of pages, i.e. 1, 5-10, 20, 25-35.

Print What	
Document	Will print the document.
Document properties	Will print summary information about the current document such as file size, word count, etc.
Comments	Will print the comments within the document.
Styles	Will print the construction and set up of the styles for the current document.
AutoText entries	Will print the AutoText entries for the current document.
Key assignments	Will print the keystroke assignments that are used in Microsoft Word 2000.
Print to file	Will print the document to another file, rather than the printer.
Collate copies	Will print an entire copy of a document before the next copy of it begins to print. When you select this option, Word 2000 creates the number of copies specified, and then sends all the copies to the printer. Printing takes longer if you choose to collate copies.

- **To print the document, click on the OK button or press Enter.**

8. Closing a Word 2000 Document

To close a document in Word 2000	• Select Close **from the** File **drop down menu.** *OR* **press** Ctrl+F4. **The document will be closed and the screen will be cleared. If you try to close a document without saving it, Word 2000 displays a dialog box asking if you want to save any of the changes you made to the document.** *OR* **double-click on the** Control **menu box in the top, left-hand corner of any window. This closes the active program or file. If an open file contains unsaved changes, you will be prompted to save the file before closing.** *OR* **click on the** Close **icon displayed at the top-right of the document window. Be sure to click on the document close icon, as opposed to the program** Close **icon.**

Tips and How To........

Opening a File.

To open a file from a hard disk or disk drive, do the following:

1. Choose Open from the File menu.
2. Select the name of the file you want to open.
3. Click on the file name.

Or

Use the same steps, but starting with clicking on 

Closing a Document.

When you want to remove a document from the computer's memory (RAM), you want to close the document. Choose Close from the File menu.

Click Yes button to save changes, if you want, or No, if you do not wish to save changes. The document will be closed and removed from memory.

How to Print.

1. Select Print from the File menu.
2. Make any changes you want to the print specifications.
3. Click the OK button.

OR

Click on 🖶

KEY TERMS/COMMANDS

Backup	Exit	Paragraph
Cancel	File locations	Print
default directory	Home	Replace
Delete (Del) key	Insert	Save As
Document directory	Insert mode	Save
Edit	Insertion point	Show/Hide
Enter key	Overtype	Word wrap

REVIEW QUESTIONS

1. Explain the differences between moving the insertion point with the arrow keys and moving it with the spacebar.
2. Describe two processes for deleting characters from a document.
3. How do the Insert and the overtype modes differ?
4. Distinguish between a hard return and a soft return created by word wrap.
5. What is the procedure for printing a file?
6. Describe the steps required for exiting Word.
7. Explain the similarities and differences between a Return key on an electric typewriter and the Enter key on a word processor.
8. In word processing, what is the definition of a paragraph?
9. Why is it important to be able to save a document on a disk?
10. What are the most common problems to check when a printer will not print a document?

11. What is the difference between the Replace and Backup commands?

12. What are the advantages of using the Show/Hide command to view a document?

13. Which method of selecting the Save command is best, using the mouse or using the keyboard?

14. What is the significance of the term default direction? What should it be set for when using this module?

15. Explain the differences between using the Delete key and the Backspace key to erase text.

SELF -QUIZ

1. what is the name of the mode in which new text is typed directly on top of old text to replace it?

a. Strikethru mode c. Strikeover mode
b. Typethru mode d. Overtype mode

2. In Word, text is always entered one space to the left point.

a. true b. false

3. To delete a character with the Backspace key, place the insertion point to the right of the character to be deleted and press Backspace.

a. true b. false

4. what is the name of the mode in which new characters are inserted between existing characters?

a. Squeeze mode c. Insert mode
b. Type in mode d. Overtype mode

5. Which key should be pressed to end a paragraph in Word?

a. Return c. Enter
b. Esc d. End

6. What symbol does Word use to indicate the end of a line caused by word wrap?

a. SR c. WRw
b. @ d. of the insertion

7. when are paragraph marks visible on the screen?

a. when the Show/Hide button is pressed
b. at the end of a paragraph
c. when a document is printed
d. when a document is saved

8. When the Overtype mode is active, where does the OVR message appear?

a. at the top of the screen c. On the status bar
b. to the left of the cursor d. in the margin

9. Which command does not cause the Print Dialog box to appear?

a. the Print command
b. the Print button on the toolbar

c. Print Preview
d. Both b and c

10.The spacebar should be used to move the insertion p ·int to the desired location.

a. true   b. false

11. To print a document, first select which menu?

a. Tools   c. File
b. Print   d. View

12. Which key should you press to end a paragraph or to i ·rt a blank line?

a. Esc   c.F4
b. Tab   d. Enter

13. To save a document for the first time, use which c mand?

a. Save   c. Save As
b. print   d. Backup

14.What can the arrow keys be used to do?

a. move the insertion point
b. scroll through a document
c. move the cursor up or down one line
d. all of the above

15. Which command should you use to display the paragraph marks that you have placed in a document?

a. Show/Hide c. Edit
b. File Locations d. Insert

FILL IN QUESTIONS

1. The first step for creating a new word processing document with Word is to enter __________

2. After creating a first draft of the document, the next step is ____________.

3. There are two methods or modes for entering text. These are the ____________ mode and the mode.

4. The default directory is also known as the _______________.

5. Pressing Backspace deletes one character to the ______________ of the insertion point.

6. The ______________ mode for entering text inserts text between existing characters.

7. The _____________ mode for entering text replaces text by typing over existing text.

8. ____________ are made by the user and should be made only at the end of a paragraph.

9. To see all of the commands used in a document, use the ___________ command.

10. Filenames for documents must have ________ characters or fewer,

11. The __________ key is used to move the insertion point to the beginning of a line.

12. The ____________ key is used to move the insertion nt to the end of a line.

13. To leave Word, use the ___________ command.

14. Never use the ____________ to move the insertion point.

15. Pressing Delete deletes one character to the _________ of the insertion point.

APPLICATION PROJECTS

1. Type two letters -on English and other on Arabic- to a ent, friend, or spouse. You may include such topics as why you typing this letter, the weather, what you are doing in your spare ne, when you will visit, or any other topic you choose. After ping several lines, use the arrow keys and the mouse to move ound the text. Practice inserting new sentences in the middle of

the document. Make your letter at least two paragraphs long. Print a copy of the letter.

2 Return to the letters typed in Application 1 of this lesson. Use the overtype option to replace entire sentences in your letter. Be sure to watch the monitor and to toggle the Overtype mode (switch it on or off) at the appropriate location in your letter. Print a copy of the revised letter.

3. In the letter typed for these applications, use the Show/Hide command to display the end-of-paragraph marks. Insert returns in the middle of several words and observe the effect of these returns. Delete these returns to reformat the document in an appropriate style.

4. Type a letter to a local retail store, indicate in your letter that you would like to order an item that they do not have in stock. Indicate where you saw such an item, the approximate price. and any other description you think is important. Be sure to include your name, address, telephone number, and any other pertinent information. After completing the letter, edit it until you are satisfied with its contents. Save and print the letter.

5. Mena Hassan is attending College. Mena is happy, but she could use some extra spending money. Mena noticed a want ad on the bulletin board for a person with computer, typing, and filing skills. Mena has all these skills, so she has decided to apply. She has come to you and has asked you to assist her in writing a letter of inquiry to apply for the job. To help Mena apply for the job, you must do the following :

Place today's date on line.

Insert the following address on line 4:

Personnel Director
Consolidated Construction Corporation
1291 EL NASR Street
Alexandria, 5432
Insert the salutation on line 10 :
Dear Personnel Director
Insert the letter you have camposed starting on line 115. Be certain to mention the following:
Mena's computer skills.
Mena's previous work history.
Mena's current class schedule and free tine.
Mena's desire to work hard and be part of a Dear.
Mena's telephone number and when she can be reached.
Close the letter with a complimentary closing.
After you finish typing your letter, Sir; back and check your document for accuracy and appearance. When you are satisfied with the document, save the document as a2inqury.doc and then print the letter.

6. Sir;ma Waly owns a used car dealership and sells many cars to the same people year after year. Sir;ma has hired you to help him with some of the office duties. Since Sir;ma now has office help, he has decided to send a letter to one of his former customers, Esmail Amer, to let him know about a car he has last

acquired. Sir;ma has given the project to you. Sir;ma provides you with the following directions:

Put today's date on line I.
Place the address on line 4:
Esmail Amer
143 El Gaisah st.
Damanhour, 5422

Insert the salutation on line 10:
Dear Valued Customer and Friend :

Insert the letter describing the car for Esmail beginning on line 11.

Be certain to mention the following:

•The car is a powder-blue 1996 Lincoln Continental.

•The car is in excellent condition. with only 32,000 miles.

•The car has a book value of L.E. 125000 but a price of L.E.112500.

•The car lot is open Monday through Saturday, 10 to 7.

•Sir;ma personally guarantees that the car is a fine machine.

Close the letter with a complimentary closing

After you finish typing your letter, Sir; back and check your document for accuracy and appearance. When you are satisfied with the document, save the document as a2Sir;ma.doc and then print the letter.

7. The Oliver Packaging Company has begun to grow. and the number of company policies is also growing. The secretary, Karin Ramzi, has been composing a list of significant policies concerning use of the company lunchroom. She has written notes in the past and placed them on the lunch tables, but these notes often are thrown away or are covered with food. Karin has decided to type them with her word processor so that when she notices they are missing from the lunchroom, she can replace them quickly. Help Karin in her quest for a neat and clean lunchroom.

Enter the words LUNCH ROOM POLICY JANUARY1, 1999 on line 1.

Enter a dash before each policy.

Place a blank line between each policy.

The policies are as follows:

Place all trash in the proper trash receptacles when you are finished eating.

Clean up the dining area nearest to you. Remember, your mother isn't here to cleanup after you.

Do not take items from the refrigerator unless they are yours.

Wash and put away any items taken from the kitchen immediately after you use them.

Rinse all aluminum cans and glass bottles before placing them in the recycle bins.

Do not use soda cans or glass bottles as ashtrays; use the ashtrays.

Do not pound on the vending machines if they take your money. Fill out a refund envelope and place it in the refund slot.

If you take the last cup of coffee, make another pot. The Last cup is defined as the amount left in the pot when it is at or below the 15.cup mark.

Neatly stack all newspapers and magazines when you are finished with them. If they are old, throw them away.

Put all silverware and utensils away after using them. Alert Karin if any supplies are running low or empty.

Do not use the chairs as footstools.

Turn off any appliances and lights if you are the last one to leave the lunch area.

8. Using the key terms list in this chapter, make a list of the terms and their accompanying definitions. Save this document as terms.doc. print a copy of your result.

9. Draw a flowchart-type diagram to explain file management. Chart the process from Save to Save As to Replace. Include brief explanations of the critical paths that exist and why it is important to save a file correctly.

10. Naming files with appropriate names is essential to file management.

Devise a scheme by which you will name the files you will create for documents outside this class. Some people use class numbers, some use topics, and some use anything that pops into their head. List your scheme and reasoning behind your choice.

COMPRENENSIVE PROBLEM

Welcome back to the Magee Candy Company! It looks like the work is beginning to back up at your desk. Your in box seems to have more paper in it than the annual congressional budget bill. The item on top of your bin is an assignment to change the list of personnel that you completed yesterday. Ask your instructor to assist you in opening the file. The file was saved as employee.doc. Make the following changes to the list.

Add the following:

VICE PRESIDENT. RESEARCH AND DEVELOPMENT :
Bakr Wanis

Production Personnel:
Jasmin Farah
Magdi Gamal

Executive assistants :
Hamza Ali

Delete the following :
Production Personnel:
Jasmin Farah
Magdi Gamal

Executive assistants :
Hamza Ali

Save the file again, but this time name the file emp-june.doc. After saving the file, Print a COPY. Make any corrections to the list, replace the file, and make another printout. If there are no mistakes you can Sir; home; your work day is over.



Working With Text

OBJECTIVES

After completing this chapter, you will be able to :

- Use the open command to retrieve a document.
- Use the block text .
- Bold (boldface) new and exiting text.
- Copy text.
- Cut text.

OVERVIEW

At this point, if you do not feel comfortable entering and editing text, take time to practice creating several documents before continuing.

This lesson focuses on one of the most useful features of word processing : selecting, or blocking, text. To block text means to select a section of text within a document, it is possible to do several things to a selected block of text. These include changing text characteristics (boldface, italicize, underline, etc.), moving the block of text to a new location, copying a selected piece of text, and deleting blocks

of text. Before learning how to use the many blocking features, it is important to learn how to retrieve, or recall, files stored on disk.

USING OPEN

After you save a document, the file is of little value unless it is available for additional editing. It is a simple procedure to load a file back into the computer's memory for additional work. Once you are in Word for Windows, the procedure for retrieving a file is to use the open command in the File menu, or click on the Open button in the Standard toolbar. Either method causes the Open dialog box to appear.

The Open dialog box lists the files that are stored on a specified disk. This disk is normally the one in the default drive as specified with the File Location Option discussed in the previous lesson. File Name determines which files appear in the file list. Typically, *.Doc appears, meaning that all the files that use the .DOC extension will appear. (The asterisk is a special symbol used to designate all files.) Of course, only the files found in the selected directory appear.

If you forget to insert a floppy disk in drive a:, Directories: might be set to c:\winword instead of a:. To change this, click on Drives and select a:. This new directory will appear under Directories:.

If the desired file appears in the file list, just click on the file name, then click on OK to open or retrieve that file.

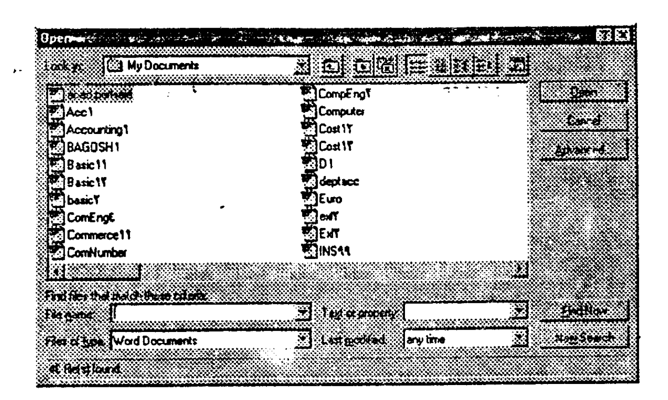
Activity

1.Make sure the Word Learn Disk is in the a: drive.

2. Launch Word for Windows and click on *OK* for the Tip of the Day.

3. Click on the Open button.

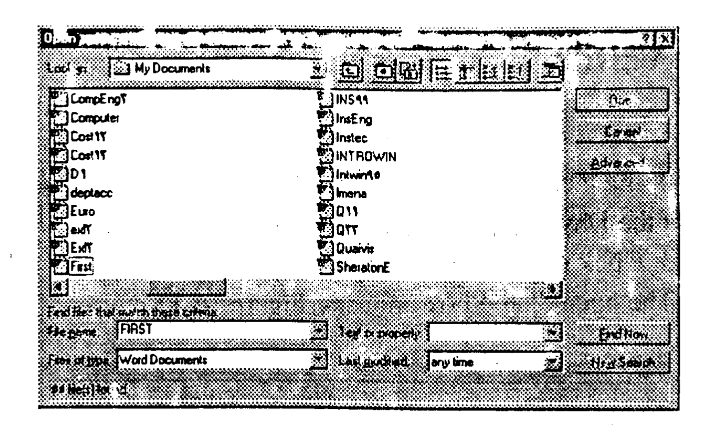
The open dialog box appears (Figure 16-1).



4. If first.doc does not appear in the file list make sure Directories: is set to a: by selecting the a: drive under Drives.

5. Click on first.doc.

Notice that first.doc now appears under File Name (Figure 16-2).



6.Click on OK.

Notice that first.doc is ready for editing.

USING BOLD, ITALIC, AND UNDERLINE FOR NEW WORDS

One benefit of a word processor is that it can easily modify the appearance and location of words. In fact, the ease with which Word for Windows changes the appearance of text is one of its major strengths. Three of the most common commands for changing the appearance and location of text are Bold, Underline, and Italic.

There are two methods for using the Bold, Italic, and Underline commands. The first method is to use these commands before entering words, The second method is to apply Bold, Italic, and Underline to existing words.

Applying Bold, Italic, or Underline to new words requires four steps:

1. Move the insertion point to the desired location within the workplace.

2. Click on the Bold, Italic, or Underline button.

3. Enter the desired text.

4. Click off the Bold, Italic, or Underline button.

Activity

1. Make sure the insertion point is at the beginning of your document, and then press Enter twice.

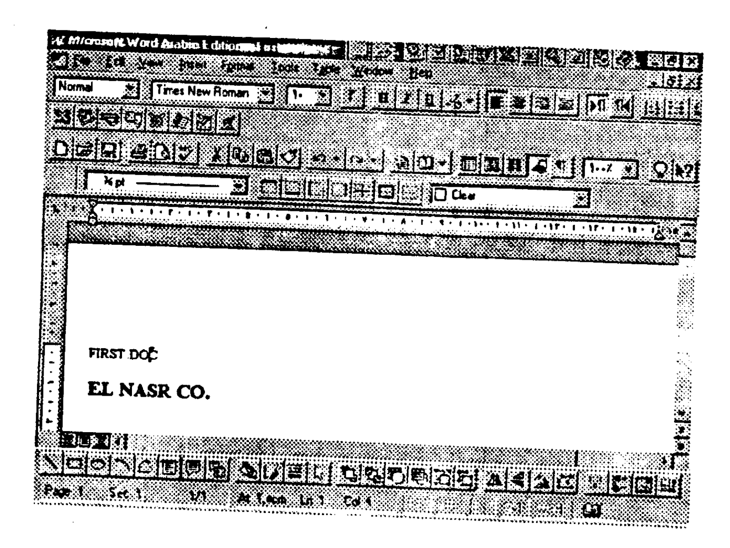
Notice that the text moves down two lines.

2. Use the up arrow or the mouse to return the insertion point to the top of the document.

3. Click on the Bold button.

Notice that the button is now depressed (Figure 16-3).

4. Type in the words EL NASR CO.



The text is bold (Figure 16-3).

5. Click on the Bold button to toggle it off.

6. Move the insertion point to the end of your document and press Enter several times.

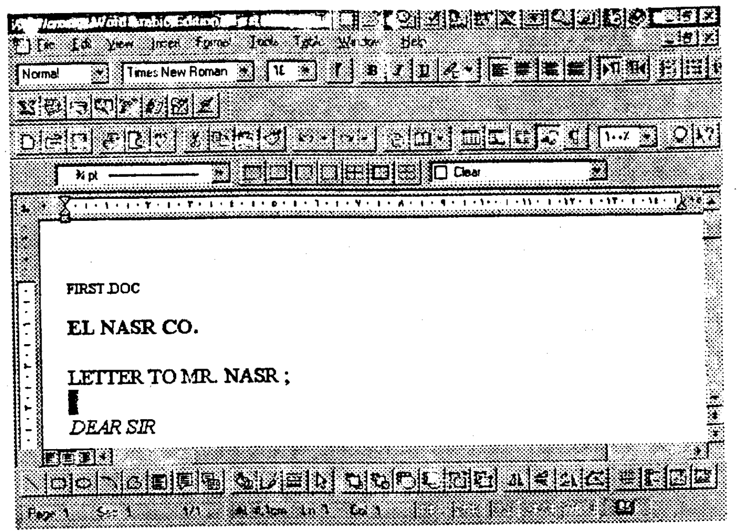


Figure 16-4

7. Click on the Italic button and type the words DEAR SIR ; (Figure 16-4).

Notice that the words are italicized.

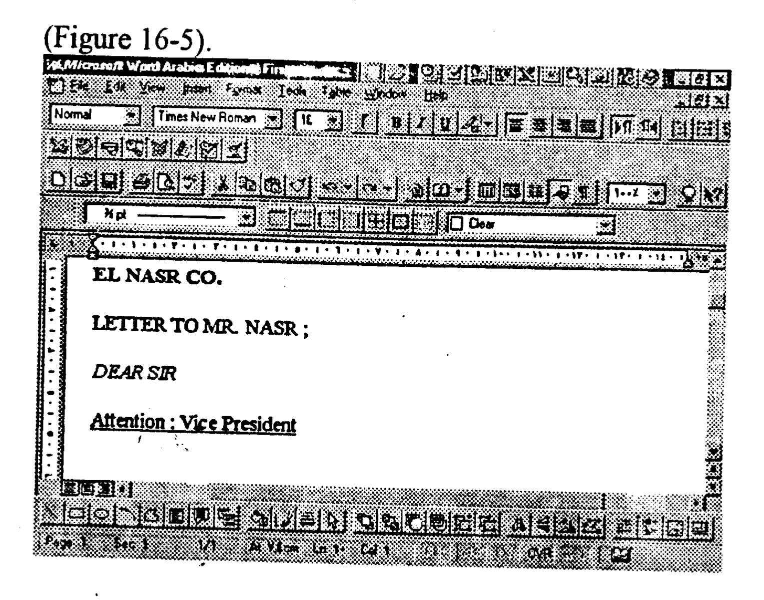
8. Click off the Italic button.

9. Now press enter twice, and then click on the Underline button.

Notice the status bar identifies the active button, indicating that all words entered from this point forward will appear underlined.

10. Type the words <u>Attention : Vice President</u>

(Figure 16-5).



11. Toggle off the Underline button.

APPLYING BOLD, ITALIC, AND UNDERLINE TO EXISTING WORDS

This is a different procedure for applying Bold, Italic, and Underline to existing text. The first step in assigning any attribute to existing text is to block, or select, the text. After you select text, it is easy to apply any attribute to it, including Bold, Italic, and Underline.

Selecting Text

To change existing text, first identify the text you want to change. Blocking, or selecting, text simply means

identifying a subset often within a file. Selecting text can be performed with the keyboard or with the mouse.

To use the keyboard method, Start by placing the insertion point at the beginning of the text you wish to select. Once the insertion point is in place, holding down the shift key and pressing any of the arrow keys highlights text. Highlighting identifies selected text. After the desired text is highlighted, release the shift key. At this point the selected text is ready to receive a new attribute.

Selecting text with the mouse is even easier. Simply move the I-beam to the beginning of the desired text, click and hold down the left mouse button, drag the 1-bearm to the end of the desired block, and release the mouse button. If the text you have selected is not the text you want to alter, simply repeat the process.

Steps for Applying Bold, Italic and Underline to Existing Text

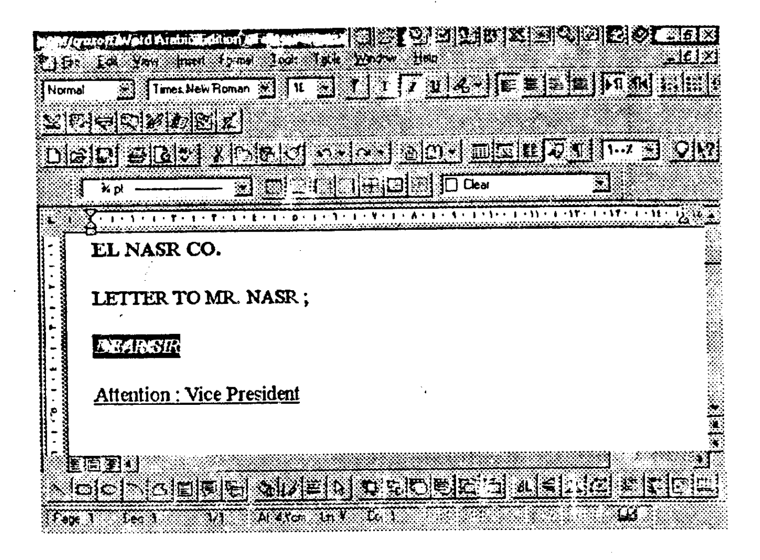
1. Move the I-beam to the beginning of the desired text.
2. Click and hold the mouse button.
3. Drag the I-beam to the end of the desired text.
4. Click on the Bold, Italic, or Underline button.

Activity

1. Make sure the insertion point is to the left of the D in the title Dear Sir.

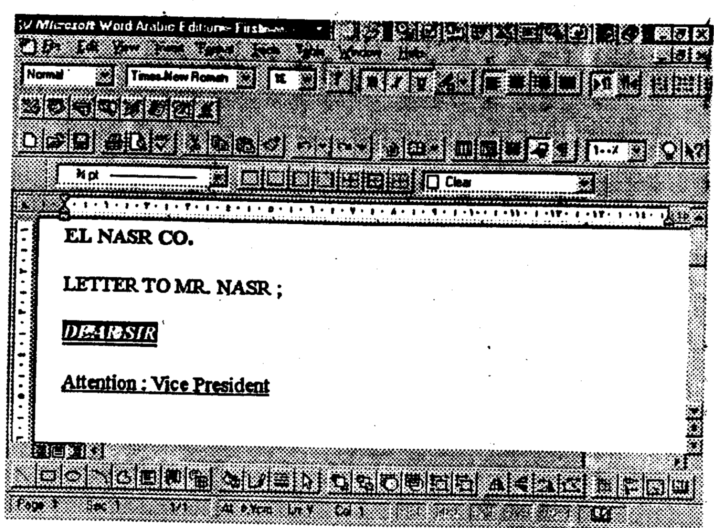
2. Hold down the shift key and then press the right arrow.

As the insertion point moves, letters are highlighted to indicate that they have been selected (Figure 16-6).



3. Once the words Dear Sir are highlighted, click on the Underline button.

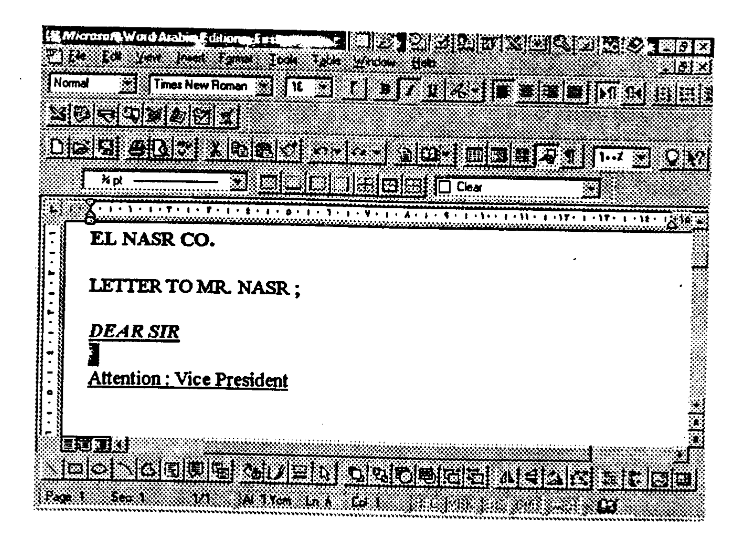
All characters in the block are now underlined as well as boldfaced



(Figure 16-7).

4. Press the down arrow key to move the insertion point and to turn off the highlighting.

Notice the results (Figure 16-8).



5. Using the mouse, place the I-beam at the beginning of the paragraph Attention : Vice President ., click and hold the mouse button and then drag the I-beam to the end of the paragraph.

This selects the entire paragraph.

6. Take a few minutes to practice using this procedure to boldface, italicize, and underline various pieces of text in the document.

7. Save and print a copy of your letter.

DELETING BOLD, ITALIC, AND UNDERLINE

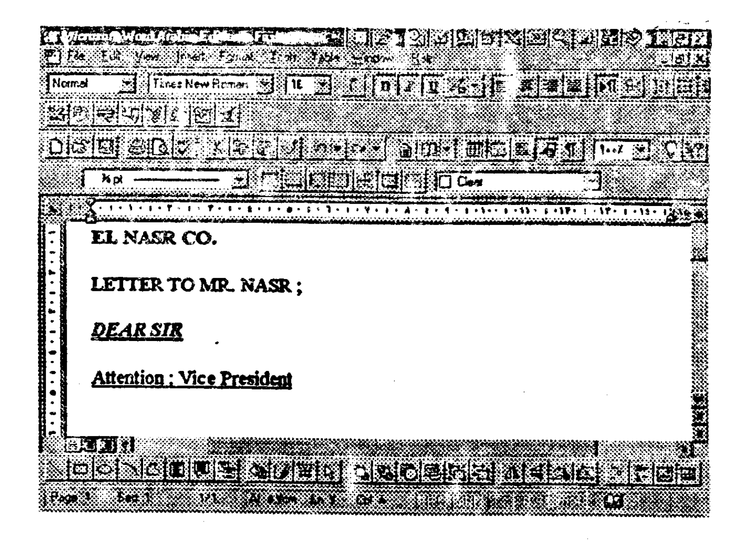
Once text is assigned the bold, italic, or underline attribute you can add attributes or remove them. The process for removing an attribute is much the same as the procedure for assigning the attribute in the first place. It involves two simple steps: first select the text, either with the keyboard or with the mouse, and then toggle off the attribute using the appropriate button or menu command.

Selecting text that is already boldfaced, Italicized, or underlined causes the corresponding button to appear depressed in the toolbar. This simply indicates that the selected text has this attribute. To turn off the attribute, click on the depressed button. If more than one button is depressed you may toggle off one attribute or several.

Activity

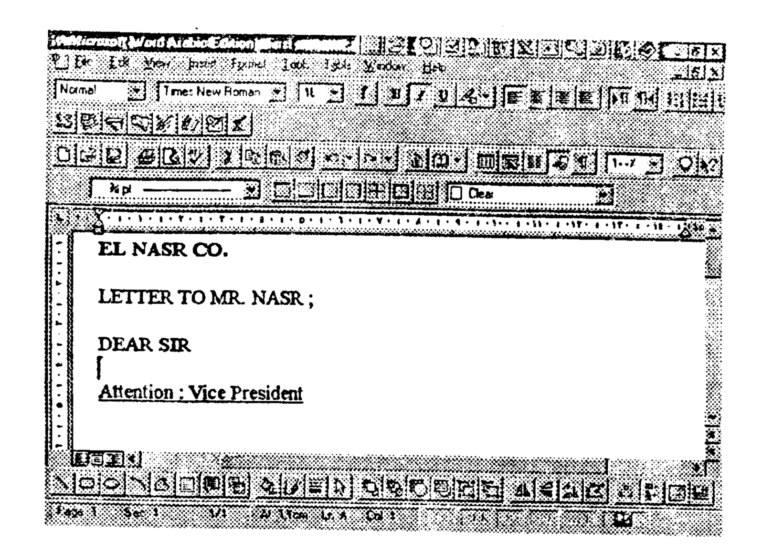
1. Use the I-beam and the mouse to select Dear Sir.

Notice that both the Bold and Underline buttons are depressed (Figure16-9).



2. Toggle off both the Bold and Underline buttons.

3. Click the mouse button to turn off the selected text. Notice that the text returns to normal (Figure 16-10).



4. Toggle off all text attributes within first.doc.

SAVING AN EXISTING DOCUMENT

After you make changes to a document, it is important to save the document on the disk again. If the computer were to lose power at this point, all changes made to the document would be lost and only the original, unedited version would remain on disk. Therefore it is important to save documents about every 15 or 20 minutes.

Resaving a document is almost identical to saving a document the first time, but there is one major difference. To resave, you choose the Save command or use the Save button instead of the Save As command. Choosing Save automatically saves the document. There is no dialog box, and you are not prompted for the document's location. Since

Save is designed to replace the old document automatically with the new one, clicking on Save simply saves in its original location and returns you to the workspace.

The most important consideration is whether to use Save or Save As. In most cases, the current document should replace the original; in this case, Save is the preferred choice. However, if you wish to keep the unaltered original on the disk and you want to save the edited document with the changes you have made as a new document, then it is important to select Save As. This will allow you to save the revised document with a new filename. Using this procedure allows you to have two documents, the original and a revised version of the original.

Activity

1. After all changes to the letter.one document have been made, the next step is to save the updated document on disk by clicking on the Save button or by choosing Save from the File menu. Click on Save.

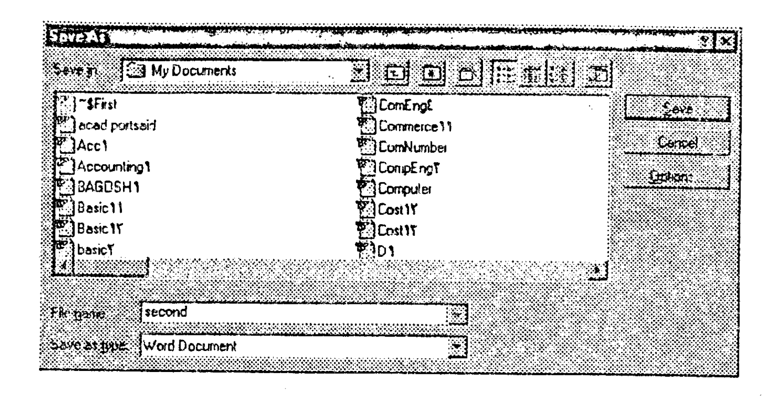
Notice that the disk spins and the revised document replaces the original.

2. Select Save As from the File menu.

Notice that the Save As dialog box appears.

3. Save the document as seccnd.doc..

Notice that the document name in the Microsoft Word title is now second.doc (Figure 16-11).



4. Close second.doc and open first.doc (Figure 16-12).

USING CUT, COPY, AND PASTE

Selected text can be used for much more than assigning the bold, italic and underline attributes. After selecting text you can Cut, Copy, and Paste using the commands from the Edit menu or by pressing the Cut, Copy, and Paste buttons. These commands are useful because they allow you to select text and to move that text to new locations within the document or in other documents.

The Cut, Copy, and Paste commands are extremely useful. Imagine that you have written two pages that are no longer desired. Using the Backspace or Delete (Del) key to delete the text would take a long time, but deleting selected text is easy using the Cut command. Or imagine that you have developed a table that you use several times in a document. Without selecting text and using the Copy and Paste commands, you would have to retype the table every time you wanted to use it. Finally; good writing often

requires moving words, sentences, and paragraphs. without the Cut and Paste commands a great deal of deleting and retyping would be necessary.

Selecting either Cut or Copy moves the selected text to a special location called the clipboard. The clipboard holds the cut or copied text temporarily. The Paste command places the contents of the clipboard in the document at the location of the insertion point. It is important to know that the clipboard only holds the most recently selected text, so if you use the Cut command on one paragraph and then use it again on another. the clipboard will only contain the text of the second paragraph The clipboard will only hold the second paragraph as long as Cut or Copy are not used again.

The difference between Cut and Copy is simple: Cut removes the selected text from the document and places it in the clipboard, whereas Copy leaves the selected text in the original location and places a copy of the selected text In the clipboard.

Using Cut, Copy, and paste requires five steps:

1. Place the I-beam at the beginning of the text you want to cut or copy.
2. Click and drag to select text.
3. Select the Cut or Copy command or button, or use the shortcut keys by pressing Ctrl + C for copy or Ctrl + X for Cut.

4. Use the arrow keys or the mouse to move the insertion point to the desired new location.

5. Select the Paste command or Paste button, or you can use the short cut key Ctrl + V for past.

Activity

1. Make sure first.doc is open and ready for editing.
2. Select the text DEAR SIR.
3. Click on the Cut button.

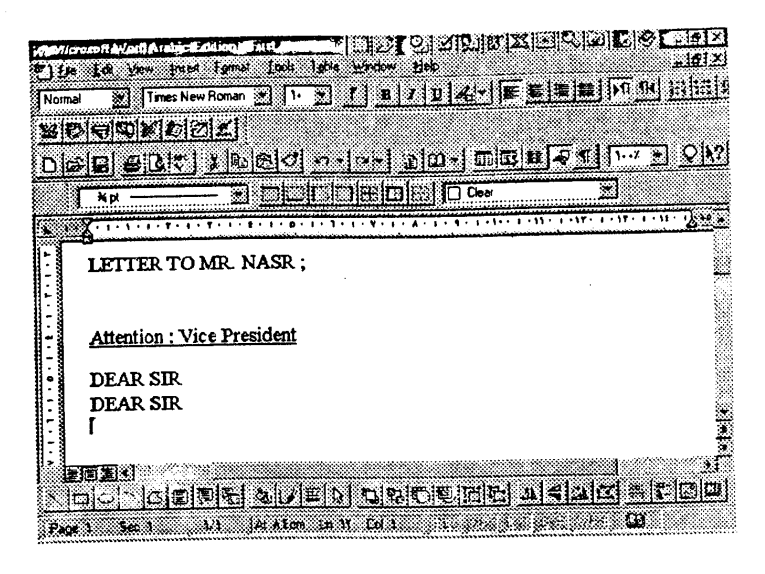
Notice that DEAR SIR is removed.

4. Move the insertion point below the paragraph <u>Attention : Vice President</u>, then click on the *Paste* button.

Notice that DEAR SIR reappears (Figure 16-14)

5. Move the insertion point below the paragraph Dear Sir, and then click on the Paste button again.

Dear Sir is pasted because it was the last item in the clipboard (Figure 16-14).

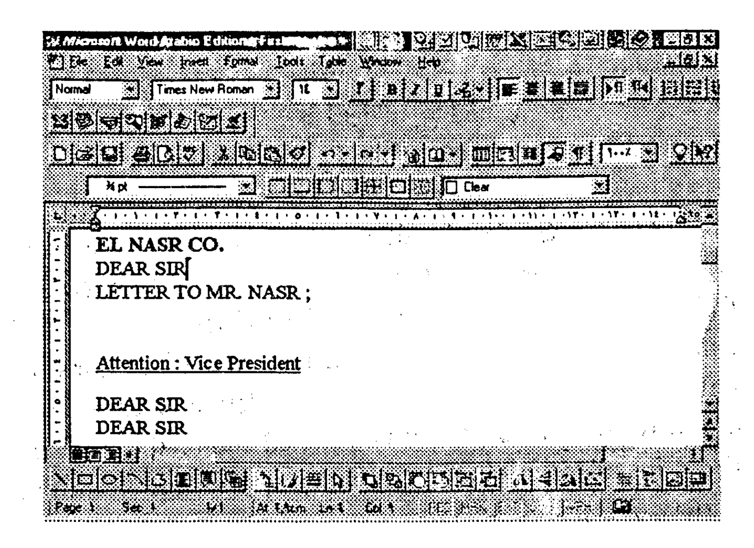


6. Select the paragraph **Dear Sir.**
7. Click on the Copy button.

Notice that the words Dear Sir: remain in the document.

8. Place the insertion point after the paragraph El Nasr Co.
9. Click on the Paste button.

Since Dear Sir: was the last item placed on the clipboard, Dear Sir: is retrieved with the Paste button (Figure 16-15).



10. Fix first.doc by using the Cut command to return the document to its original form.

FONTS, STYLE, AND SIZE

One of the quickest ways to improve the overall appearance of a document is to change the appearance, style, and size of selected text. On the Standard toolbar are three of the most popular styles Bold, Italic, and Underline, Using these basic tools can improve the appearance of text or call attention to specific segments of text, but these tools do not provide the file range of text attribute options available to you. The Font command in the Format menu allows you to change the appearance of text in even more ways.

The process for assigning any text attribute is the same as the procedure for setting Bold, Italic, and Underline: first

you select the desired text, then you choose the desired attribute. The three basic text attributes are Font, Font Style, and Size - all available under the Font command in the Format menu, or as tools on the Format toolbar.

Font, sometimes called typeface, refers to the overall style or appearance of text. There are two major types of font, serif and sans serif. Serif typefaces have a small extension, or "serif," on each letter and number. Sans serif ("without serif") looks more like block letters. Depending on the way your computer was installed and on the number of fonts installed in Microsoft Windows, you can select from a variety of fonts.

Font Style refers to the appearance of text within a font. Font Style includes Bold, Italic, Underline, and Regular. Size refers to the size of text. Size is in points (one point is equal to 1/72 of an inch). You can choose from a variety of sizes; in most cases 10 point is the standard: larger sizes are used for titles and column headings.

The key to using any of these attributes is to use them for a specific purpose.

One of the biggest mistakes made by new users is to overuse text attributes. While it may be fun to have five different fonts using three different styles in six different sizes, the overall appearance and quality of a document will be greatly diminished. For now, remember these rules.

1. Never use more than three sizes on a page-one for a main heading or title, one for a subheading, and one for the rest of the text.

2. Use serif fonts for the body and sans serif for titles or headings.

3. Use Font Style only to focus attention don't be overuse.

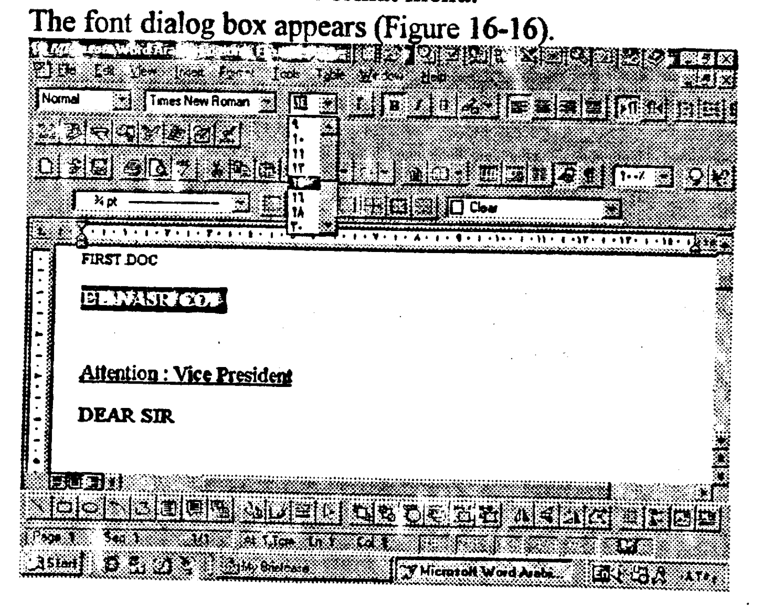
Setting text attributes takes a lot of practice. Don't be afraid to experiment. You can always return to the Active Block dialog box and select a whole new set of text attributes.

Activity

1. In first.doc select EL NASR Co.

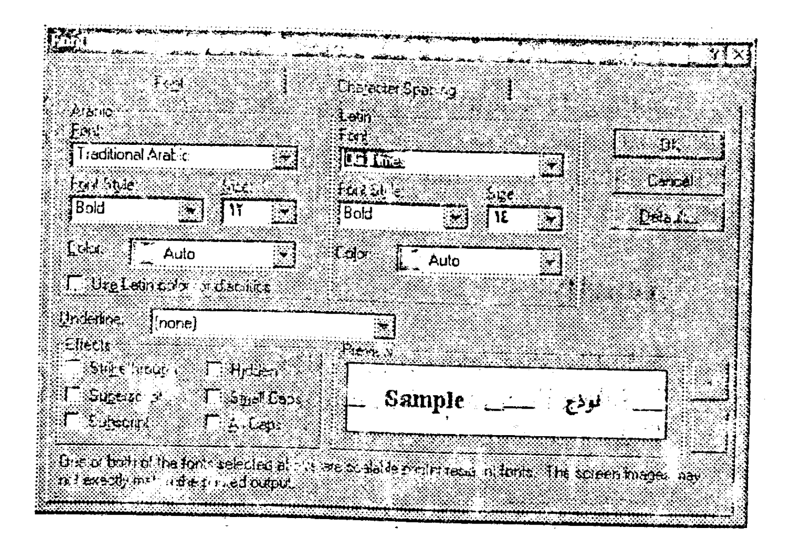
2. Select Font from the Format menu.

The font dialog box appears (Figure 16-16).



3. Under font use the scroll bar and select Helvetica (or some other sans serif font).

Notice the appearance of text in the preview box (Figure 16-16)

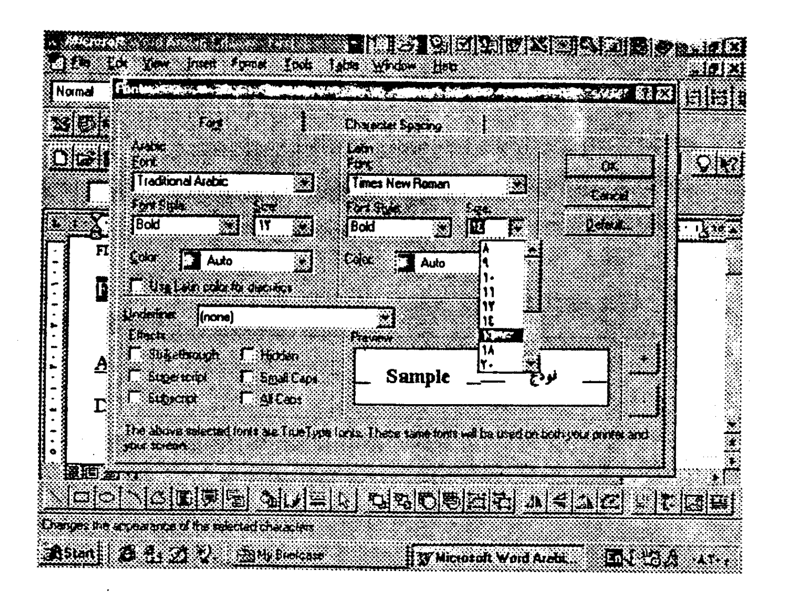


4. Click on OK.

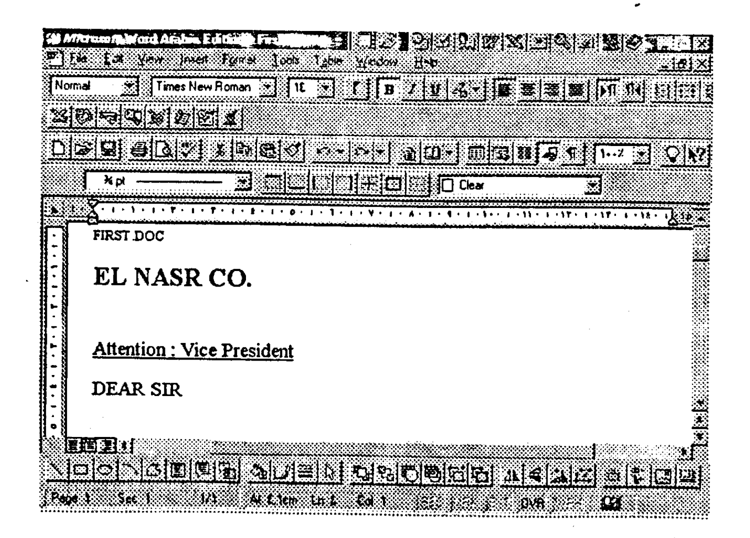
Notice the change in the appearance of the selected text.

5. With EL NASR Co. still selected, click on the arrow for the font Size tool in the Format toolbar.

A listing of point sizes appears (Figure 16-17).



6. Select 18.
Notice the effect on the selected text (Figure 16-18).



SUAMURY

This lesson focused on one important procedure of word processing : selecting, or blocking, text. To block text means to select a segment of text within a document. Once text has been selected, it is possible to do several things to it. One can change the appearance of the text (boldface, italicize, underline, etc.); move the block of text to a new location; copy a selected piece of text; and delete blocks of text.

The first step in assigning an attribute to existing text is to block or select the text. After selecting the text you can assign it any attribute, including Bold, Italic, and Underline. You can also Cut, Copy, and Paste the selected text, and change its font and font size.

You can also remove any attributes that have been assigned. The process for removing an attribute is much the same as the procedure for assigning the attribute. It involves two simple steps: first you select the text using either the arrow keys or the mouse, and then you toggle off the attribute.

This lesson also discussed the process of resaving documents. Resaving is almost identical, to saving a document the first time. However, there is one major difference. To resave, you use the Save command or the Save button, not the Save As command. Choosing Save automatically saves the document; there is no dialog box, and you are not asked for the document's location. Save is designed to replace the old document with the new one automatically, so clicking on Save simply saves the

document in its original location and returns you to the workspace. However, saving a revised document involves making a decision: should the revised document replace the previous document? In most cases, the current document should replace the original. In this situation, Save is the preferred choice. However, if you wish to keep the original on the disk and want to save the new altered version as a separate document, it is important to select Save As. This will allow you to save the revised document with a new filename. Using this procedure allows you to have two documents, the original and a revised version of the original.

KEY TERMS/COMMANDS

Block	Cut	Italic
Bold	Clipboard	Copy
Font	Paste	Font Style
Highlight	Underline	

REVIEW QUESTIONS

1. Describe the process for blocking or selecting text.
2. what is the procedure for removing text attributes from existing text?
3. In addition to filenames, what other information is presented when files on a disk are listed?
4. Describe the process for boldfacing existing text.
5. Describe the process for underlining new text.
6. Why is the Cut feature of a word processor so important?
7. Identify at least six. options available when you select text.
8. What does it mean to toggle on or off certain commands?
9. What is the procedure for copying three paragraphs of text?
10. Describe the procedure for deleting blocks of text.
11. Explain the difference between serif and sans serif fonts.
12. What are the general rules for using different type sizes and styles?
13. What does the point size of a font represent?
14. Explain the difference between saving a file for the first time and every succeeding time.

15. Explain how to save the original and the revised document with different names.

Self - Quiz

1. which key, in combination with the arrow keys is used to select text?

   a. F3 c. shift key
   b. Ctrl key d. Enter key

2. what is another term for selecting a group of words to carry out a word processing function?

   a. identifying c. bolding
   b. blocking d. marking

3. Highlighting text is used to underline new text.

   a. True b. False.

4. The Cut button may be used to remove only existing text.

   a. true b. false

5. To paste a block of text, it is necessary to select the same text each time is copied to a new location.

   a. true b. false

6. To save a modified version of a file in addition to the original, use the :

   a. Save command c. save As command
   b. Replace command d. Retrieve

7. Every time a document is saved it should receive a new filename

a. true
b. false

8. Without the Copy and Paste features, a great deal of deleting and retyping would be required.

a. true
b. false

9. what term is used to describe the action of turning a command on before entering text and off after entering text?

a. bracketing
b. enclosing
c. surrounding
d. toggling

10. To delete several sentences from a document, it is best to use the Backspace key or the Delete key:

a. true
b. false

11. What are fonts that appear block like called?

a. serif
b. sans serif

12. What is the recommended maximum number of typefaces one should use on a page?

a. 3
b. 5
c. 10
d. no limit

13. What is 1 point size equal to?

a . 1 inch
b. 1 cm
c. 1/72 inch
d. 1/2 inch

14. what is the standard point size for most text?

a. 1
b. 8
c. 5
d.10

4. Using Microsoft Word, explain the following file management concepts. Type your explanation and print a copy.

a. When replacing a file, _________ is done.
b. When backing up a file ________ is best.
c. When saving a file with a new name, ________ is best.

5. Using Microsoft Word, type the word example Then, using copy and paste, create a document where you have the word listed several times. Using the mouse, select each word and format it with a different font. print the document so you have a reference for what each font looks like.

6.Write a letter to a friend telling that person what you have learned about using word.

Within this letter you must use the following : bold, underline, italics, two different fonts, and two different font sizes. Check your letter for accuracy and print it.

7.Open one of the files that you have previously saved. Choose Save. Look at the options you have. Save the file as follows:

- Save and Replace the file.
- Save the file using a new name.
- Backup the file.

8. Refer to Figure 16-19. lay out the file exactly as shown. Bay careful attention to the underlined and boldfaced portions. Save the file as a3app6.doc. Print the document.

9. Open the file a3app6.doc. Change all the bold text to underlined text. Change all the underlined text in bold text. Remove the italics from all the text. Save the file as a3app6.doc.

10. Open the file a2gary.doc. Reformat the letter, adding bold and underline where appropriate, and enhance the appearance through the use of a larger typeface for the salutation and complimentary closing. Save the letter as a3gary.doc.

11. Retrieve the lunchroom policies you created in Lesson 2. Make the following changes :

Enlarge the words lunchroom policies.

Remove the dash before each policy and number them.

Boldface the following: Remember, your mother isn't here to clean up after you.

Italicize the following: PS out are fund envelope and place it in the slot.

Save your document as a3lunch.doc.

12. For experts only Retrieve a3lunch.doc and make the following changes:

Using Cut and Paste, reorder the policies from highest to lowest (from 10 to 1).

Save the document as a3lunch2.doc, and then print a copy of your revised document.

COMPRENEHSIVE PROBLEM

Good afternoon. The meeting you attended this morning was quite an eye pener. he o r dhas come down from the top: too many office supplies are being consumed by the

15. how should you remove a section of text?

a. highlight and Copy
b. highlight and Cut
c. highlight and Paste
d. highlight and Save

FILL IN QUESTIONS

1. Selecting a block of text within a document is called _______________.

2. To return an existing document to the workspace, use the ___________ command in the File menu.

3. Three of the most common commands for changing the location of text are the ___________, _____________ and _____________, commands.

4. The three basic text attributes-Font, Font Style, and size are available under the _____________ command in the format toolbar.

5. _________ is sometimes called blocking.

6. To highlight text using the keyboard, press the ____________ and use the arrow keys.

7. Selecting text that is already bolded, italicized, or underlined causes the corresponding button to appear in the toolbar.

8.. Using the ___________ procedure allows you to Save two versions of a document, the original and a revised version.

9. ___________ style fonts have extensions after each letter.

10. _______ style fonts look more like block letters.

11. The term ________ means turn on or off.

12. Text that is copied or cut is temporarily placed in the ____________

13. The term ———— means to erase the old file and save the revised file.

14. The _______ function is used to bring back cut or copied text.

15. The maximum number of typefaces that should be used on one page is ___________.

APPLICATION PROJECTS

1. Explain the process for giving the following commands with selected or blocked text.

a. Bold	e. Size
b. Underline	f. Cut
c. Italic	g. Copy
d. Font	h. Paste

2. When should a modified document replace the original? When should a modified document not replace the original document? Type your answer using Word and print a copy.

3. Using Microsoft Word, create several lists that explain the step-by-step procedure for each of the following processes. Print your results for future reference. (Hint: You can use Copy and Paste to save yourself some time.)

   a. Boldfacing existing text
   b. Boldfacing new text
   c. Underlining existing text
   d. underlining new text
   e. Italicizing new text
   f. Italicizing existing text
   g. Removing bold, underline, or italics

entire staff. Your boss has assigned you the task of writing the memorandum to all the employees in the company informing them of the drastic measures that will be taken. She has outlined them below but is counting on your tact and ability to get along with everyone to state the. policy in a clear and concise manner. The main thrust of the policy is as follows :

- All office supplies will now be kept in a locked supply closet.
- Any requests for supplies must be obtained from a VP.
- All supplies currently in your possession are to be inventoried and that list submitted to the VP of Administration.
- Anyone caught leaving the building with office supplies will be immediately canned.

Use your talent (the stuff that got you the job) to draft a memo that explains this new policy. It will be more effective if you use boldface and underline to emphasize the major points. Make the page capture the attention of the other workers by enlarging the heading at the top of the page. Save your work as supplym.doc. When the document is saved, make two printouts. Keep one and turn one into the VP of Administration.



CHAPTER TEN

WORKING WITH PARAGRAPH

OBJECTIVES

After completing this lesson, you must be able to

- Distinguish between tabs and indents.
- Use tabs and indents at appropriate locations.
- Align text within a paragraph.
- Center new and existing text.
- Choose different margin settings.
- Alter the spacing between paragraphs.
- Set line spacing within a paragraph.
- Control hyphenation for justified and unjustified paragraphs.
- Use drop caps for creating special effects.

OVERVIEW

The first three lessons of this module focused on the basic options available when creating documents. Here we describe a variety of features used to control the appearance of paragraphs within a document.

A wide range of controlling features is available for paragraphs. Only the most elementary features are covered in this lesson: tabs and indents, justification, aligning text, margins, spacing, hyphenation, and using drop caps to create special effects.

Before you attempt to use any of these features, it is important to understand how the placement of any command can affect a paragraph. Assigning attributes to paragraphs requires you to select paragraphs, a process similar to the procedure for selecting blocks of text discussed in the previous lesson.

USING TABS AND INDENT



Do not use the spacebar to move the insertion point to a new location, and as a rule, never put more than two consecutive spacebar spaces in a document. On a typewriter the spacebar is used to indent the first line of a paragraph, to move the date line of a letter to the right edge of the document, and to center text. Using the spacebar to perform any of these tasks in a word processor may lead to problems. Word for Windows offers simple commands for aligning text without putting more than two consecutive spaces in a document.

Two common controls for adjusting the alignment often within a document are Tab and Indent, The tab command moves

the insertion point a set distance from the margin and is placed in a paragraph with the Tab key. The distance a tab moves is based on tab settings in the horizontal ruler. By default, there are tab stops set every 0.50 inches within the ruler. If you insert a tab at the beginning of a paragraph, the first line of the paragraph will move 0.50 inches to the right. If you press the tab key twice, the first line will move 1.00 inches.

A tab affects only the location where the tab is placed. For example, a tab used to indent the first line of a paragraph only affects the beginning of the paragraph. A tab placed in the middle of a paragraph causes the tab space to appear in the middle, where the tab is inserted.

An indent is different from a tab. Indents affect an entire paragraph, not just the location of the indent. As with tab marks, indent marks are indicated on the horizontal ruler. With an indent, the entire paragraph is aligned under the indent mark on the horizontal ruler. By default, the indent marks appear at the same location as the left and right margins. If the left indent mark is moved to the 1.00-inch mark on the horizontal ruler, an indent will cause the entire paragraph to align at the 1.00-inch mark

Tabs and indents are used for different purposes. Tabs move and align specific parts of a paragraph, usually the first line. Indents move and align the entire paragraph. look at the following examples.

This example uses a tab to move the first line of the paragraph to the right five spaces. It does not affect any other lines in the paragraph.

This is an example of indent. The indent is placed at the beginning of the paragraph. and it causes all lines within the paragraph to align under the Indent.

Tabs and indents can realign a paragraph. That is, a tab at the beginning of a paragraph could change the length of the first line. This causes the last word or words of the first line to move to the beginning of the second line. As long as the paragraph uses word wrap, this is not a problem. However, if you were to press Enter at the end of each line within the paragraph, it would be impossible to use tabs and indents effectively.

The easiest way to use tabs is to use the default 0.50-inch settings. However, you can change the tab settings. The first step in changing tab settings, as with all other paragraph commands, is to select one or more paragraphs: only the paragraphs you select. will be affected by changes in tab settings. This allows you to have different tab settings for different paragraphs.

After one or more paragraphs are selected, the next step is to select one of the four types of tabs. table 17-1 shows the different tab types. The intersection of the horizontal and vertical rulers displays the tab type: clicking on this button changes the tab type. To place a tab stop in the horizontal ruler, simply move the mouse pointer to the desired location on the

horizontal ruler, then click the mouse button. The tab stop will appear on the ruler according to the tab type selected.

To remove tabs, click and hold the mouse pointer on the undesired tab in the ruler, then drag the tab marker off the ruler and release. You can drag the tab marker off the ruler in any direction. Using these techniques, you can insert and remove as many tabs as you want.

There are two indent marks, left and right. By clicking and dragging the left indent mark to the right you can place it almost anywhere. The same is true of the right indent mark; click and drag it to the left. It is important not to place the left and right indent marks too close together, which will cause the selected paragraphs to be very narrow.

Activity

1. Retrieve the document first.doc from the Word Learn Disk. Write the following letter.

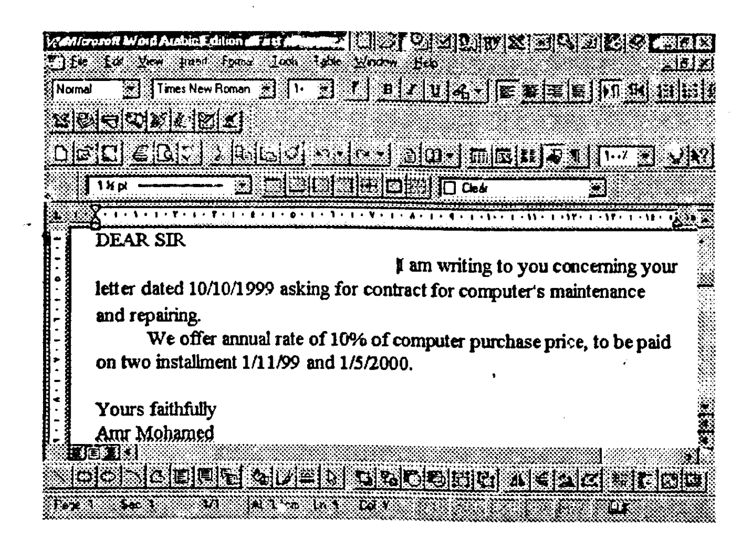
DEAR SIR

I am writing to you concerning your letter dated 10/10/1999 asking for contract for computer's maintenance and repairing.

We offer annual rate of 10% of computer purchase price, to be paid on two installment 1/11/99 and 1/5/2000.

Yours faithfully
Amr Mohamed

2. Move the insertion point to the beginning of the first full paragraph in the document and press Tab four times (Figure 17-1).



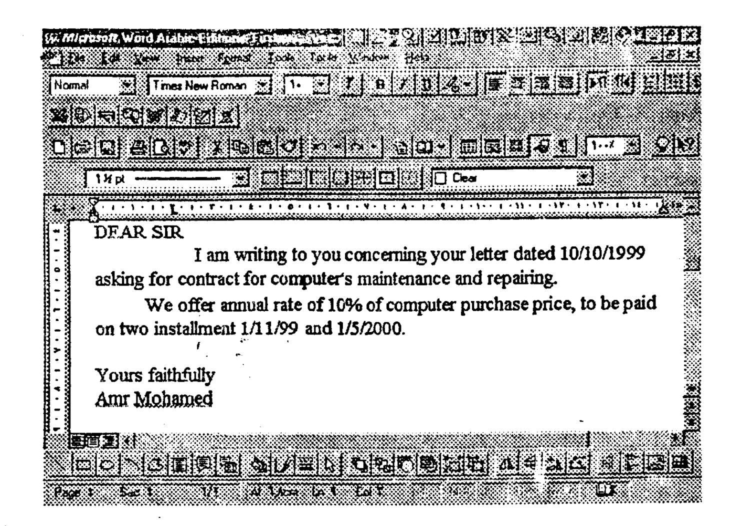
3. Use the Back space key to delete the four tabs.

4. Click on the Tab type button four times to view each of the four tab types.

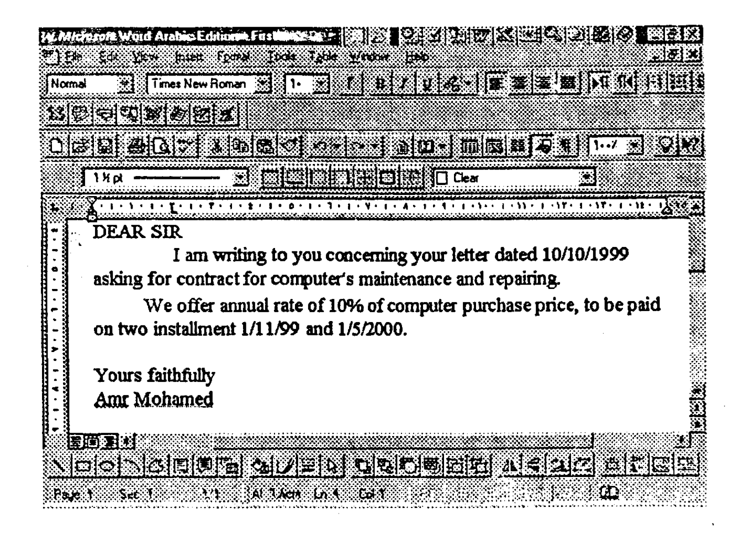
5. Set the Tab type button to left-aligned tab.

6. Place the pointer at the 1.00-inch point on the horizontal ruler and click the mouse button.

Notice that the left-aligned tab marker appears (Figure 17-2).



7. Insert a tab at the beginning of the first full paragraph. Notice its effect (Figure 17-2).



8. Point and click on the left indent mark on the horizontal ruler, and then drag this mark to the 2.00-inch point.

Notice that only the selected paragraph aligns under the new indent setting.

9. Point and click on the right indent mark and drag this mark to the 4.00-inch mark.

Notice the effect.

10. Return the left indent mark too and the right indent mark to 7.

11. Click and hold on the new tab stop at the 1.00-inch mark, and then drag it above the horizontal ruler and release the mouse button.

Notice that the tab stop is removed and the tab in the paragraph reverts to the default (0.50 inches).

USING PARAGRAPH ALIGNMENT

Up to this point, all paragraphs have appeared aligned along the left margin. Left alignment is the default setting for Word for Windows. However, using any of the four alignment options allows you to change the alignment relative to the right and left margins. These four options include Align Left, Center, Align Right, and Justify.

Left alignment causes all text within a paragraph to align along the left margin but to appear jagged along the right margin. This type of alignment is most popular, but there are many reasons why you may want to change alignment.

Centering text is an important attribute of any word processor. Centering text in Word for Windows is an easy process. First make sure the insertion point is within the desired paragraph, then click on the Center button. The same process is used with the other alignment buttons.

Using the Align Right button causes the selected paragraph to align along the right margin but appear jagged along the left margin. As with other alignment commands, Align Right affects the entire paragraph. You may select more than one paragraph when executing any of the alignment commands.

Another important alignment feature is Justify. Justification is the ability to align text along both margins in a document, making both margins appear as a straight line. This option is generally a matter of taste; some people like Justified text, and others do not. In either case, it is simple to change because Justify is one of the four alignment buttons.

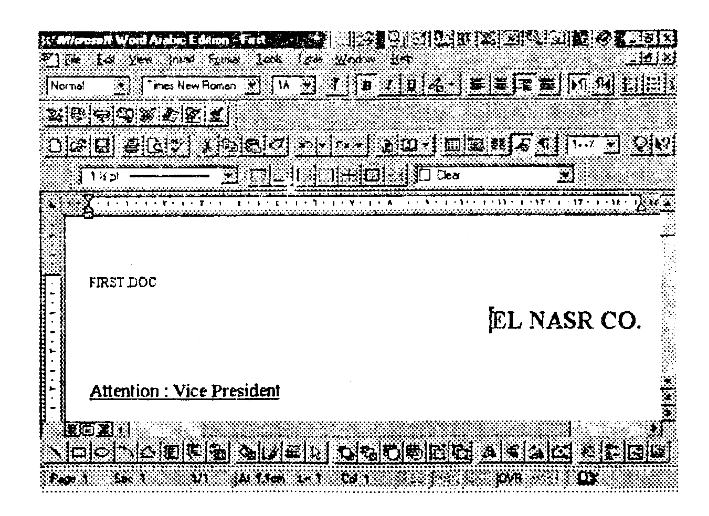
In most cases, you should enter text first before changing the alignment. However, you can set the alignment before entering text. In this case, you simply select a blank line paragraph and click on the desired alignment button. This causes the insertion point to move to the location of the alignment. For example, if the Center button is selected the insertion point moves from the left margin to the center. At this point you can enter text. All text entered in the paragraph will conform.to the specified alignment.

While the four alignment buttons provide the quickest and easiest method for setting the alignment of one or more paragraphs, it is also possible to set the alignment by using the Paragraph command in the Format menu. This causes the Paragraph dialog box to appear. In the lower-right corner of this dialog box is the Alignment box. Here you can choose any of the four types of alignment.

Activity

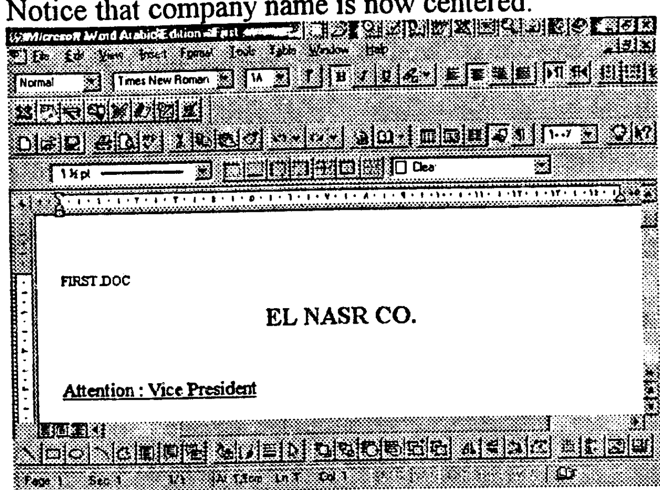
1. Place the insertion point before the E in EL NASR Co.
2. Click on the Align Right button.

Notice that the insertion point moves to the right margin of the document.



3. With the insertion point in any place in EL NASR Co. line, click on the center button.

Notice that company name is now centered.



4. Return the date to left alignment and change the text attributes for the date to another font of your choice (10 point, or normal), and save the document.

USING MARGINS

There are two types of paired margins commonly used in Word for Windows:

left and right margins and top and bottom margins. Left and right margins control the width of each line of a document. Top and bottom margins control the amount of vertical space on a page. A discussion of left and right margins is presented here.

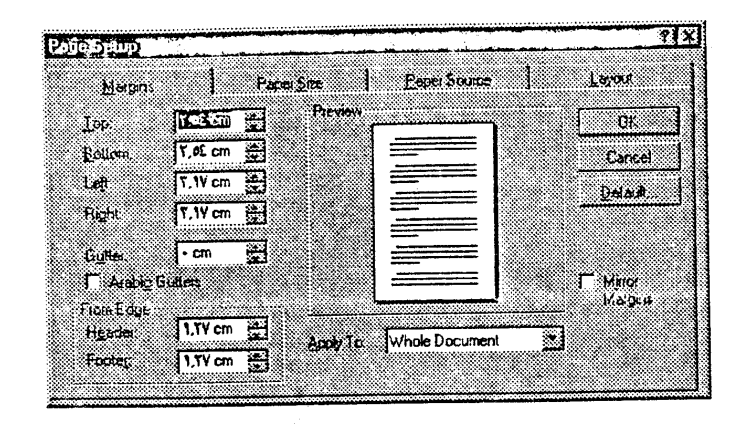
Margins are global settings, so margins are set for the entire document. In Word for Windows margins are set from the Page Setup command of the File menu.

Choosing Page Setup from the File menu causes the Page Setup dialog box to appear. There are four categories of Page Setup options including Margins, Paper Size, Paper Source, and Layout. The Margins option allows you to set Top, Bottom, Left, and Right margins. You can also set Gutter widths when multiple columns appear within a document.

As with all commands in Word, it is important to have a sound reason for setting specific margins. For example, it is a good idea to have wide margins on each side of the page when writing a first draft. Wide margins leave space in which the author of the text, or a reader, may write comments. When a final draft is ready for printing, you can return to the Page Setup dialog box and establish new margins.

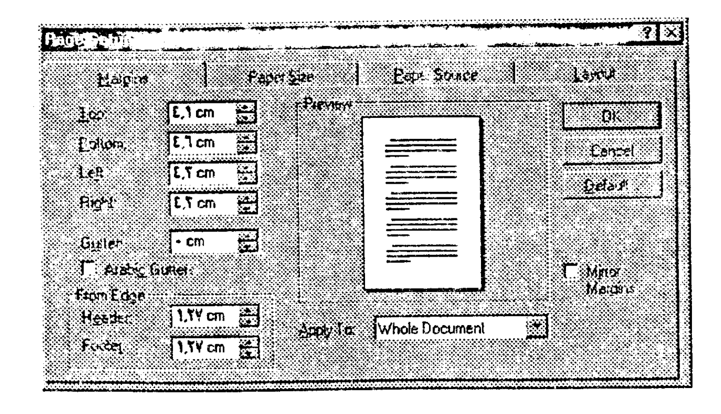
Activity

1. With first.doc open, select Page Setup from the File menu. This produces the Page Setup dialog box.



2. If the Margins commands do not appear. click on Margins to reveal the commands.

Notice that margins are set in centimeters.



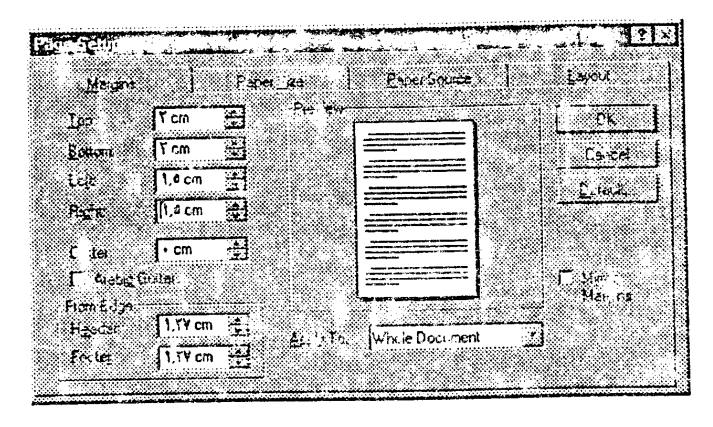
3. Click on the down arrow ↓ next to the Top margin.

This reduces the margin by tenths of a centimeters.

4. Click on the up arrow ↑ to increase the top margin to 2 inches. The effect is displayed in the Preview box.

5. Place the insertion point within the Bottom margin setting, delete 1, and then enter 2.

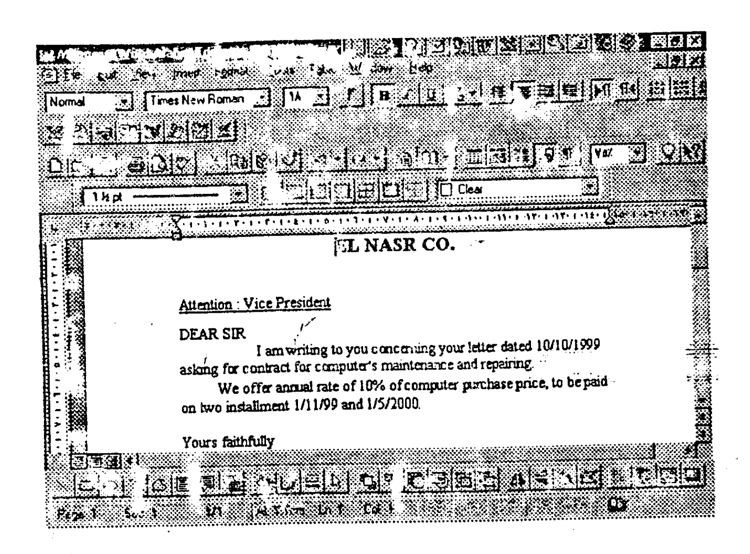
6. Set the Left and Right margins to 1.5 inches.



7. Click on OK

8. Set the Zoom Control button to 75%.

Notice how the margins change in the ruler as well as the text.



USING PARAGRAPH AND LINE SPACING

Up to this point adding space between paragraphs has been accomplished by pressing Enter and inserting a blank line. While this method works, you do have the option of letting Word for Windows standardize and customize the space between paragraphs. This is known as Interparagraph spacing.

The principal advantage or using interparagraph spacing is precision. Instead of relying on the one size available when you press the Enter key, you can set the distance between paragraphs to various sizes. This allows you to suggest the relatedness of one group of paragraphs (by spacing them close together), and their difference from another group. when you copy a paragraph to a new location, the spacing attributes move with the paragraph.

As with the other paragraph formatting features of Word for Windows, setting the spacing between paragraphs begins by selecting one or more paragraphs. The next step is to select Paragraph from the Format menu. This produces the Paragraph dialog box used to set Alignment. The Spacing Before and After options determine the amount of interparagraph spacing.

Spacing Before and After is determined in points, although this can be changed. There are 72 points to an inch. If no additional space is desired between paragraphs. Before and After should be set to 0 Pt. The easiest way to set the spacing is to use the arrow keys to increase or decrease the space, watching the Preview box to determine desired spacing.

Line spacing refers to the amount of space between lines within a paragraph. This is known as intraparagraph or Line spacing. As with interparagraph spacing, Line spacing is set by using the Paragraph command in the Format menu.

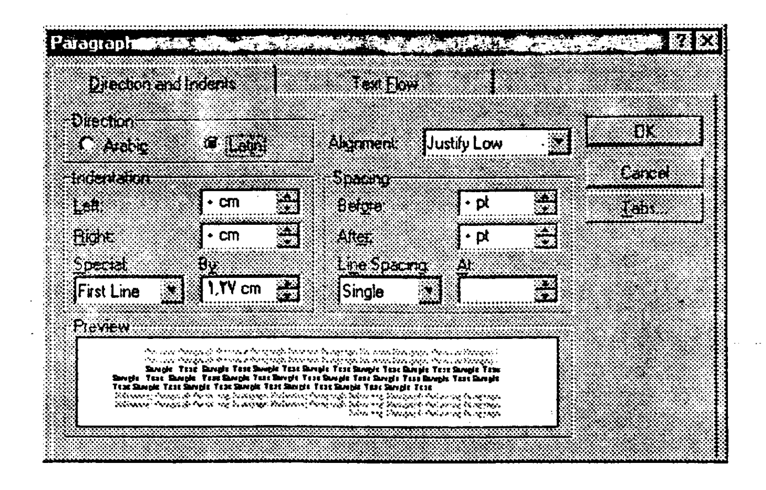
There are two methods for setting Line Spacing. The first is to select Single, 1.5 Lines, Double, At Least, Exactly, and Multiple under the Line Spacing option. The other is to set the exact line spacing in the At: option. You may use the up and down arrows to increase or decrease spacing in increments of 0.5.

Activity

1. Place the insertion point in the longest paragraph within your first.doc document.

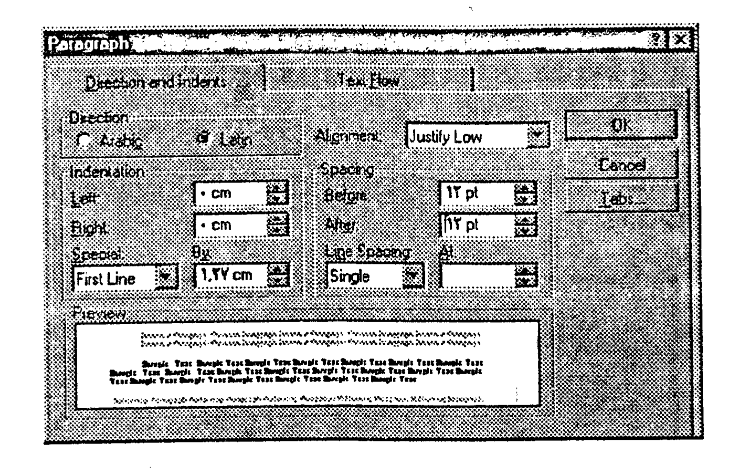
2. Select the Paragraph command from the Format menu.

Notice the settings under the Spacing option, under Indents and Spacing.



3. Using the up and down arrow buttons for Spacing Before and Spacing After, increase the size to 12 pt.

Notice the effect in the Preview box

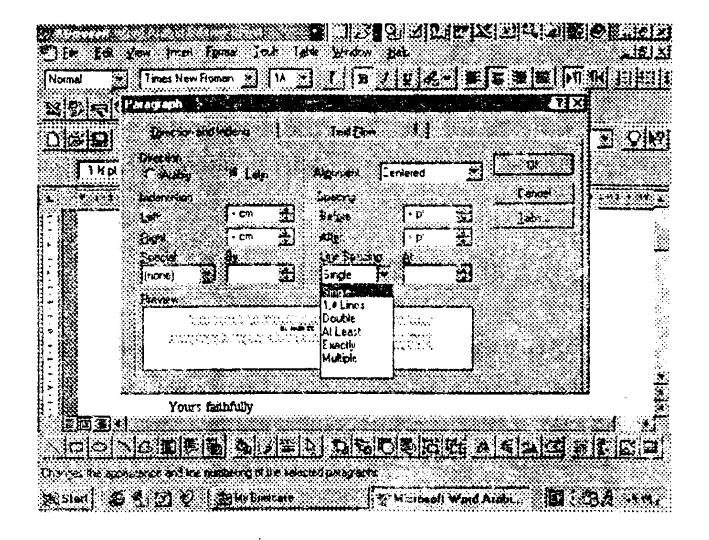


4. Click on OK

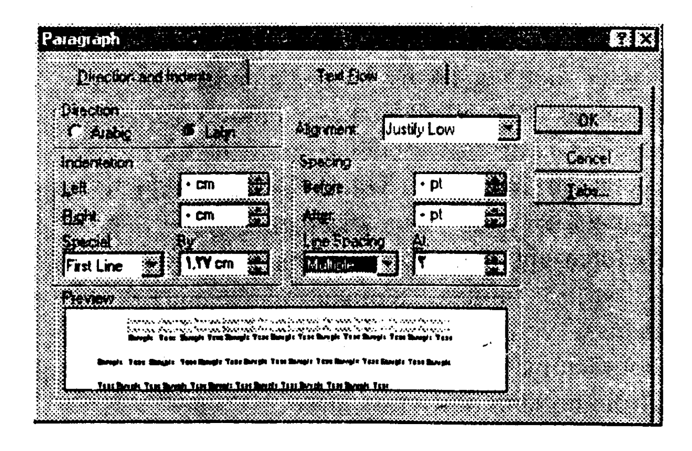
Notice how this paragraph is now separated from other paragraphs.

5. Select paragraph from the Format menu.

6. Click on the arrow next to Single under Line Spacing. A list of predefined settings appears.



7. Leave this option set to Single.
8. Click on the up arrow under **At**: and increase it to 3.



Again, notice the effect under preview.

9. Click on OK.

Notice changes in the appearance of the paragraph.

10. Return to the Paragraph spacing settings and change Before and After back to 0 pts. Change Line Spacing back to single.

USING HYPHENATION

To justify a paragraph, Word for Windows inserts extra space between the words in a line. This can cause an uneven appearance within lines of a paragraph. One way to correct this is to hyphenate words at the end of a line. This reduces the number of extra spaces within a line.

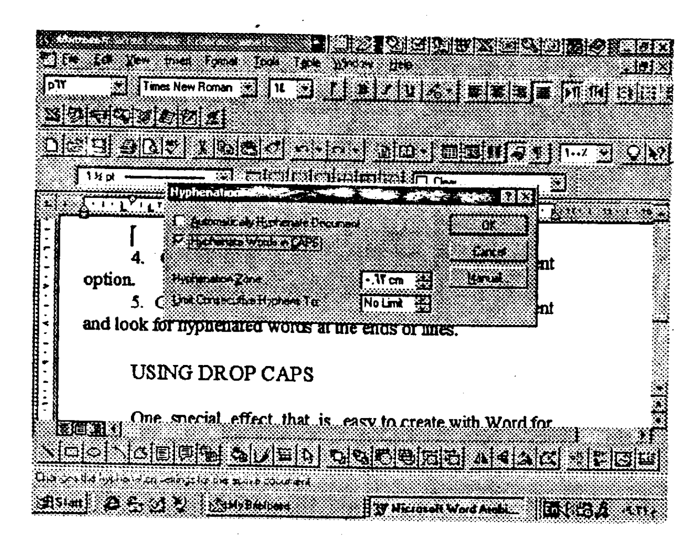
Word for Windows provides four options for hyphenation. The first option is automatic hyphenation. Selecting this option allows Word to hyphenate words as needed, and when possible. It is also possible to use manual hyphenation. Typically, manual is used when you have a limited number of paragraphs within a document. The second option allows you to hyphenate only uppercase text. This option is provided so you can limit the hyphenation for titles. The third hyphenation option controls the hyphenation zone. The hyphenation zone determines how far from the right margin Word should begin hyphenating. Finally, the fourth option determines the number or consecutive hyphens. Typically, it is appropriate to limit to two the number of consecutive lines that use a hyphen. However, you may set this from no limit down to 1 line.

The process for using hyphenation is to select the

Hyphenation command from the Tools menu. This produces the Hyphenation dialog box with the four basic settings.

Activity

1. Close any existing documents.
2. Open the longest document on your disk.
(Short documents may not have enough text to demonstrate the effects of hyphenation.)
3. Select the Hyphenation command from the Tools menu. This produces the Hyphenation dialog box.



4. Click on the Automatically Hyphenate Document option.
5. Click on OK and then scroll through your document and look for hyphenated words at the ends of lines.

USING DROP CAPS

One special effect that is easy to create with Word for Windows is dropped capital letters for the beginning of a paragraph. This is commonly known as drop caps. Drop Caps causes the first character or characters to be much larger than the rest of the text.

The process for creating an initial drop cap is to select the desired paragraph and then select the Drop Cap command from the Format menu. In the Drop Cap dialog box you can select two types of drop caps: Dropped and in Margin. These types are displayed under Position in the Drop Caps dialog box. After you select either of these options you may set the font, the number of lines to drop the cap, and the distance the drop cap will appear from the text.

The size of the drop cap is determined by the Lines to Drop option. If you select three lines. the size of the drop cap will be equal to three lines of text including spacing. Distance from Text determines how far to the right the text will start from the drop cap.

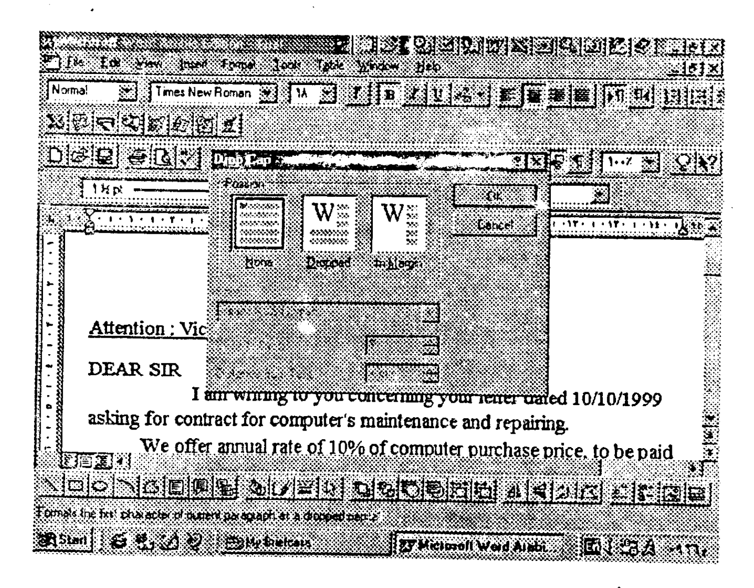
As a general rule, drop caps should be used only for the first paragraph of a major section within a document, such as a chapter in a book. It is inappropriate to overuse this feature, and overuse distracts readers instead of enhancing the style of the document.

Activity

1. In the normal view of second.doc or any other document, place the insertion point anywhere within the first full paragraph.

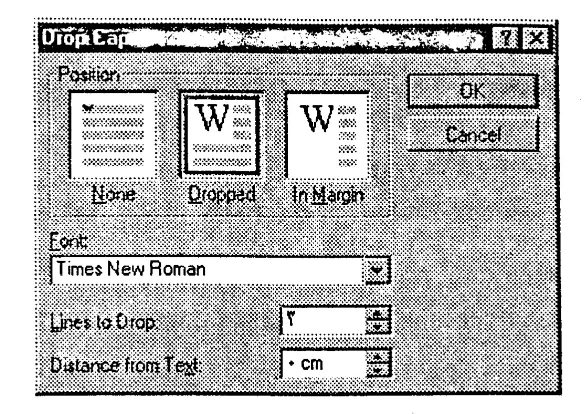
2. Select Drop Cap from the Format menu.

This produces the Drop Cap dialog box .



3. Under Position select Dropped.

The Font, Lines to Drop. and Distance from Text options now become available.



4. Click on OK.

Notice that the drop cap is three lines high.

Attention : Vice President

DEAR SIR

I am writing to you concerning your letter dated 10/10/1999 asking for contract for computer's maintenance and repairing.

We offer annual rate of 10% of computer purchase price, to be paid on two installment 1/11/99 and 1/5/2000.

5. Experiment, Try several different drop cap Settings.

When you think the document is satisfactory, save the document and exit from Word.

SUMMARY

This session described a variety of features used to control the appearance of paragraphs. Only the most elementary features were covered in this lesson, including tabs and indents, justification, aligning text, margins, spacing, hyphenation, and drop caps. These features enhance your options when creating and editing documents. Using them, you can increase the impact of documents by making them more visually appealing.

Do not use the spacebar to move the insertion point to a new location. As a rule, never put more than two consecutive spacebar spaces in a document. Word for Windows offers simple commands for aligning text without putting more than two consecutive spaces in a document.

Two controls that adjust the alignment of text within a document are Tab and Indent. Tabs and indents are used for different situations. The tab command moves the insertion point a set distance from the margin; it is placed in a paragraph using the Tab key. A tab causes only the first line of the paragraph to move. Indents move and align the entire paragraph. An indent is placed at the beginning of the paragraph and it causes all lines within the paragraph to align under the indent.

You may use any of the four alignment options to change the alignment relative to the right and left margins. The four options are Align Left, Center, Align Right, and Justify. Left alignment causes all text within a paragraph to align along the

left margin but to appear jagged along the right margin. The Align right button causes the selected paragraph to align along the right margin but to appear jagged along the left margin. Justification aligns text along both margins; text along both margins appears as a straight line. In most cases, you should enter text first, and then change the alignment.

There are two types of paired margins commonly used in Word for Windows:

left and right margins, and top and bottom margins. Left and right margins control the width of each line. Top and bottom margins control the amount of vertical space on a page. The Margins option allows you to set Top, Bottom, Left, and Right margins. You can also set Gutter widths when multiple columns appear within a document.

You have the option of letting Word for Windows standardize and customize the space between paragraphs. This is known as, interparagraph spacing. line spacing determines the amount of space between lines within a paragraph. This is known as intraparagraph spacing, or line spacing. As with intraparagraph spacing. line spacing is set by using the Paragraph command in the Format menu.

Word for Windows provides four options for hyphenation. The first option is automatic hyphenation. Selecting this option allows Word for Windows to hyphenate words as needed, and when available. The second option allows you to hyphenate text in caps. This option is provided so you can limit the hyphenation for titles. The third hyphenation option controls the

hyphenation zone. The fourth option allows you to determine the number of consecutive hyphens.

One of the special effects that is easy to create with Word for Windows is dropped capital letters, or drop caps, for the beginning of a paragraph Drop Caps should be used for the first paragraph of a major section, such as a chapter in a book. It is inappropriate to overuse this feature; it distracts readers and does not enhance the style of the document.

KEY TERMS/COMMANDS

Align Right	Hyphenation zone	justify
Align Left	Indent	Margins
Center	Interparagraph spacing	Spacing
Drop Caps		Tab
Hyphenation		

REVIEW QUESTIONS

1. What is the difference between tabs and indents?
2. Describe the four types justification and explain what happens to text along the margins when each is applied.
3. What are the two different ways to use the Align Right command?
4. Explain the differences between top and bottom margins, and right and left margins.
5. Describe how you would toggle line spacing on and off between paragraphs.
6 what is the hyphenation zone?

7. what is the most important consideration when placing a command?

8. What are the two types of drop caps? When should you use either of these procedures? Why?

9. What is automatic hyphenation?

10. How would you change the hyphenation options for a document?

11. List the four types of tabs that are available.

12. What do left and right margins affect?

13. What is affected when the intraparagraph spacing is modified?

14. Describe the procedure to change a tab setting.

SELF QUIZ

1. The default setting for tab stops is every 0.50 inches on the ruler.

   a. true b. false

2. The justification command is one of the few commands that can be given anywhere in the text to control the appearance of the entire document.

   a. true b. false

3. Which of the following justification options leaves both margins jagged.

   a. Right c. Center
   b. Left d. Full

4. To indent just the first line of a paragraph, which of the following should be used?

   a. tab b. indent

5. The Hyphenation feature is found under which option in the menu bar.

a. Edit c. Tools

b. Format d. Layout

6. Drop caps should not be used frequently.

a. true b. false

7. Indents only work at the beginning of paragraphs.

a. true b. false

8. Which of the following commands is most likely to b placed at the beginning of a document?

a. Indent c. Justify

b. Tab d. Align Right

9. Documents to be edited from hard copy usually have narrow margin, and are single-spaced.

a. true b. false

10. Which of the following commands makes extra spaces appear between lines in a paragraph?

a. justify c. Margins

b. Spacing d. Flush Right

11. Which type of alignment makes both margins appear smooth?

a. left c. center

b. right d. justify

12. What does interparagraph spacing af ct?

a. space between two paragraphs

b. space between lines in a paragraph

13. As a general rule, where should drop caps be used?
    a. at the beginning of every paragraph
    b. at the beginning of every section
    c. at the beginning of a few sections
    d. at the first section of a long document
14. What are the four types of tabs?
    a. left, right, center, justify
    b. left, right, center, numeric
    c. left, right, center decimal
    d. left, right, center, hyphenate

FILL-IN QUESTIONS

1. The most important consideration for placing a command is __________.

2. Never to put more than _____________ spacebar spaces in a document.

3. Two common controls for adjusting the alignment of text within a document are ___________ and __________.

4. Interparagraph spacing is used to adjust the space _____________.

5. The _____________ command causes a single line to align on the right margin.

6. There are _____________ available in Word for Windows 7.0.

7. There are two types or paired margins commonly used in Word:
_____________ margins and ___________ margins.

8. The ___________ zone determines how far from the right margin to begin hyphenating.

9. Intraparagraph spacing is used to adjust the space _______________.

10. Word provides two different types of drop caps. They are ______________ and ______________.

11. A ______________ is used to move the first line of a paragraph in a set number of spaces.

12. A ______________ is used to move every line of a paragraph in a set number of spaces.

13. Tabs and indents can be changed using the _______________.

14. The ______________option is used to specify left and right margins.

15. ______________ is the term used to describe where on a line something is placed.

APPLICATION PROJECTS

1. Resumes are not easy documents to create. One problem is that many different margins are used. This problem is easily waived using the various commands and functions of a word processor. A second, more difficult problem is determining what type of information to include in a resume. This problem, too, can be addressed using the tools provided by a word processor. Begin at the top of the document by centering your name, address, and telephone number. Next, enter several categories of information about yourself. For example, create headings such as Date, Education, Experience, Honors and Awards, and Employment. Now use tabs, indents, align right, center, and so on to create a resume. After completing your resume, save a copy on a disk and then print a copy.

2. After you have completed your resume, save it on a disk, and print a copy, study the hard copy for any additional information or change that should be made. Can you improve its appearance by changing tab or centering information? Edit your resume, save the edited version on a disk, and print a copy.

3 Phone lists are great when you need to make several calls and cannot remember everyone's phone number. You may find Microsoft Word very useful when it comes to keeping track of phone numbers. Using the ruler to adjust your tab settings, format your document similar to the one shown in (Figure 17-18). Make a List of several of your friends and relatives. Be sure to use indents where appropriate. Make any additional formatting decisions to improve the appearance of your list. Save your list as a4phone.doc and print a copy.

4. Create the memo shown in (Figure 17-19). Use a right tab setting for the headings TO, FROM, DATE, and SUBJECT. Set a left tab for the field information. This memo will be used as a cover page for the lunchroom policies you created in Lessons 2 and 3.

5. Retrieve a3gary.doc. Reformat the body of the letter as justified. Print a copy and compare it to the left-justified copy you printed previously what differences are there? What similarities? Save your newly formatted document as a4gary.doc.

6. Retrieve the document you saved as a4gary.doc. Change the left margin to 2 inches and the right margin to 1.5 inches. Notice how the text rewraps within the margins. (If your text did not rewrap. check to make sure you did not press Enter at the end of each line.) Print a revised copy.

7. Reset the margins of the letter to 1.5 inches and 1.5 inches and observe the text changing once again. Save the document as a4gary.doc and replace the old version. Print a copy of your document.

8. Retrieve the document you saved as a3lunch.doc. Realign all the policies So they are center-aligned. lengthen all lines that have fewer than four words by moving to the end of the previous line, counting back a few words, and pressing Enter. Save the revised document as a4lunch.doc. Print the revised set of policies.

9. Retrieve the file job-desc.doc from your data disk. Do the following to the document:

- Boldface every occurrence of Director of Education.
- Underline the title Job Description.
- Increase the point size of the words Job Description.
- Number the duties, using indent after each number to set the words away from the numbers.
- Format the duties as justified.
- Format the qualifications as left-justified.
- Adjust the left and right margins to 2 inches and 1.5 inches, respectively.

- Save and replace the document using job-desc.doc as the filename.
- Print a copy of the document.

10 Retrieve the document you saved as job-desc.doc in the previous application and make the following changes.

- Change both the left and right margins to 1 inch.
- Remove boldface from every occurrence of Director of education.
- Remove the underline from the title Job Description.
- Decrease the point size of the word Job Description.
- Number the duties, using a tab after each number, moving only the first line
- Format the duties as left-aligned
- Format the qualifications as justified.
- Save and replace the document using job-desc.doc as the filename
- Print a copy of the document

11 Compare the printed results from Applications 9 and 10 While looking at the two job descriptions, determine which is easier to read. List the reasons that make one easier to read. Use the items that you will use in the future to make your documents easier to read